



OMNIBUS ACADEMIC CODE

OF THE

NUEVA VIZCAYA STATE UNIVERSITY

VOLUME I

OCTOBER 2018

PREFACE

The Omnibus Academic Code comes in two volumes. Volume I contains three parts, namely the General Academic Policies, the Faculty Manual and the Student Handbook. Volume II consists of the detailed implementing rules and regulations, guidelines and other appendices cited in Volume I.

The crafting and drafting of this very important work were done through the Policy Review and Development Committee created in 2015 and renewed in 2017. All existing policies pertaining to faculty members, students and all those that govern academic operations and standards are contained herein. This committee has put together all the policies and guidelines that were approved by the Board of Regents in different years, but were not properly implemented in the past for different reasons, among which is the fact that they were not readily available.

With the publication and dissemination of the two volumes, it is hoped that all implementers and decision-makers in the university shall properly be guided and shall henceforth have a ready reference.

ANDRES Z. TAGUIAM
University President

BRIEF BACKGROUNDER ON THE NUEVA VIZCAYA STATE UNIVERSITY

The Nueva Vizcaya State University's roots can be traced back to the humble farm settlement school in Bayombong, Nueva Vizcaya that was established in 1916. The humble farm settlement school has since metamorphosed into the Nueva Vizcaya Rural High School, the Nueva Vizcaya Agricultural College (1964) and the Nueva Vizcaya State Institute of Technology (1973) before it was merged with the Nueva Vizcaya Polytechnic College of Bambang, Nueva Vizcaya in March 2004 to comprise the Nueva Vizcaya State University, with the former NVSIT as the main campus. The former NVSPC was established in 1946.

As of this date, the university has a total population of 10, 145 students: 6, 455 students from the main campus (Bayombong) and 3, 690 students from the satellite campus (Bambang).

The university has one Center of Excellence (College of Forestry) and one Center of Development (College of Agriculture), which are both located at the main (Bayombong) campus. There are four potential colleges being prepared to qualify as centers of excellence/development as of this date, from the Bayombong campus, and one from the Bambang campus.

To date, the university offers a total of 98 programs in higher and advanced education (26 programs in Bambang's four colleges and 72 programs in Bayombong's eight colleges). With the thrust towards expansion and globalization, there are more programs that have been submitted for approval. The university has maintained very good passing rates in licensure examinations such as the Licensure Examination for Teachers, Forestry Licensure Examinations, Licensure Examinations for Civil Engineering, Agricultural Engineering, Agriculture, Geodetic Engineering and Electrical Engineering. Over the years, the College of Forestry has had its share of the limelight and it continues to post the best performance in Board Examinations, with three national topnotchers (No. 1) and several others among the top ten takers almost every year, other than the number 1 spot.

The following are the colleges of the university. All graduate programs had been verticalized since 2014.

Bayombong Campus:

College of Agriculture (Center of Development)	College of Forestry (Center of Excellence)
College of Arts and Sciences	College of Engineering
College of Teacher Education	College of Human Ecology
College of Veterinary Medicine	College of Business and Economics

Bambang Campus:

College of Technology	College of Teacher Education
College of Arts and Sciences	College of Engineering

The NVSU Official Seal



The Nueva Vizcaya map speaks for the Novo Vizcayanos as the primary clientele of the University.

The four rays radiating from the map represent the four functions of the University, namely: Instruction, Research, Extension, and Production.

The gear, rice stalk, torch and the flame represent the University's unending quest for excellence in all extension services and its pursuit towards greater financial self-reliance.

The scallops represent the University goals based on the eight key areas of concern: Curricular Programs, Research and Extension Programs, Business Affairs Program, Management, Administrative Services, Faculty and Student Services, Facilities and Equipment, and Financial Services.

The circle symbolizes the whole NVSU community that is united in purpose in steering the University to fulfill its noble intentions and pursuits.

The foregoing proportions and design shall be followed in any enlarged or reduced-size drawings, cutouts or mock-ups of the University seal.

The official colors shall be yellow and green in consonance with the colors of the province.

VISION, MISSION, CORE VALUES AND GOALS

Vision

A premier university in a global community.

Mission

To develop an empowered, productive, and morally upright citizenry through high quality, innovative, and relevant instruction, research, extension, and entrepreneurship programs adhering to international standards.

Philosophy

An institution of higher learning is potent and viable only when it can effectively and efficiently integrate and utilize its resources towards the development of well-rounded and productive learning individuals who will ultimately become dynamic leaders/citizens in their respective communities.

Core Values

A - Academic Excellence

Delivery of high quality, innovative, and relevant instruction and acquisition of globally competitive skills.

C - Cultural Diversity

Equitable access to education for students/clients of diverse ethnic identities and sustained commitment to nourish indigenous cultures.

T - Technological Advancement

Continuing innovations for enhancing resource utilization and management towards improved and harmonious living conditions.

S - Social Responsibility

Initiatives and priorities in contributing global expertise to create positive impact on the University's service areas and to attain the highest standards of organizational citizenship.

Goals

The University focuses its goals on the four (4) major functions of a state university as follows:

Goal 1. Advanced Education and Higher Education Services

To adapt and address itself as a functional learning center for innovative programs as a model institution and enabling its graduates to be empowered and globally competitive through the provision of undergraduate and graduate education which meets international standards of quality and excellence.

Goal 2. Research & Development and Extension

To generate, verify, package, and promote better and new technologies for adoption and commercialization.

Goal 3. Business Affairs and Resource Generation

To interface the academic, research, development, and extension and administrative systems and services for viable income generating projects/livelihood programs.

Goal 4. General Administrative and Support Services

To deliver responsive, relevant, and quality services by ensuring the highest level of clientele satisfaction and complying with ethical and regulatory standards.

OMNIBUS ACADEMIC CODE

PART I

ACADEMIC POLICIES

Part 1: Academic Policies**FOREWORD**

The first part of this volume, henceforth referred to as the Omnibus Academic Code of the Nueva Vizcaya State University contains the Academic Policies pertaining to students pursuing different degree programs in the university from admission to graduation. Part I is the result of a series of review done on the Academic Policies of the NVSU as approved in 2006.

After the first draft from the existing and duly approved Academic Policies was written, a series of sectoral consultation had ensued, culminating in the final review of the policies with other universities of Region 02 in attendance. All Vice Presidents for Academic Affairs and Admission Directors were invited to participate, with the task on Amalgamation as part of the effort to review and synchronize policies all throughout the region. Although the regional representatives agreed in principle to synchronize policies, each university was given the discretion to raise the bar of excellence regarding the issue on the grant of honors, as each university may see fit. Present during the final deliberations were representatives from Quirino State University and Isabela State University. The representatives were given copies of the Academic Policies, as presented and deliberated upon by the Regional Council on Amalgamation.

A second round of review on the level of the implementers was done at the start of this year, with all Deans of the eight colleges in Bayombong and four colleges in Bambang, the Instruction and Curriculum Development Director (ICD), Campus Coordinators for ICD, the Graduate Programs Coordinators, Research Director with the Research Coordinators and the two Admissions Coordinators, in attendance.

Part I of this volume is important to both the faculty and the students.

It may also be noted that this is the first time in the history of the university that an all-encompassing, comprehensive document governing all academic operations of the university had been published in one volume, with an accompanying volume that contains references and the legal bases for all academic policies included in Volume I.

LORETA VIVIAN R. GALIMA
Vice-President for Academic Affairs
10 October 2018

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1.0 Academic Calendar

- 1.1 The academic calendar shall be based on the calendar prescribed by the Commission on Higher Education (CHED) and shall be approved by the Board of Regents.
- 1.2 The school calendar shall be divided into two semesters with approximately 17-18 weeks each. The first semester shall begin in August and the second in January, or as may be prescribed by the Board of Regents.
- 1.3 Midyear term shall cover six weeks. The duration of each class work during the Midyear term shall be equivalent to the duration of a class work in a regular semester.

2.0 Admissions

2.1 General Provisions

- 2.1.1 No applicant for enrollment shall be denied admission to the University by reasons of sex, age, nationality, religion, political affiliation or physical disability.
- 2.1.2 Special qualifications may be required, however, by the college concerned within the bounds of academic freedom and the constitution.

2.2 Undergraduate Students

- 2.2.1 ***Incoming Freshmen*** from recognized Senior high schools shall submit the following to the Office of the Registrar:
 - 2.2.1.1 Result of admission examination
 - 2.2.1.2 Original copy of Form 138 (Senior High School Card) / PEPT result
 - 2.2.1.3 Certificate of Good Moral Character as certified by the Head of the school last attended
 - 2.2.1.4 Two (2) copies of 2" x 2" latest colored picture
 - 2.2.1.5 Photocopy of birth certificate from the Philippine Statistics Authority (PSA)
 - 2.2.1.6 Barangay clearance duly certified by the Barangay Captain
 - 2.2.1.7 Duly accomplished application form for admission, approved by the Dean of the college where the student intends to enroll

2.2.2 In addition to the above requirements, *foreign students* are required to submit the following:

2.2.2.1 Student Visa

2.2.2.2 CHED Permit with Alien Registration

2.2.2.3 Alien Fee

2.2.2.4 Alien Certificate of Registration

2.2.2.5 Application of all foreign students shall be processed in accordance with Inter – Agency Committee on Foreign Students (IACFS) Memorandum Order No. 01 Series of 2017.

2.2.3 *Incoming freshmen who are graduates of the Alternative Learning System (ALS)*

2.2.3.1 Result of admission examination

2.2.3.2 Original Copy of Certificate of Rating from the DepEd

2.2.3.3 Two (2) copies of 2” x 2” latest colored picture

2.2.3.4 Photocopy of birth certificate from the Philippine Statistics Authority (PSA)

2.2.3.5 Barangay clearance duly certified by the Barangay Captain

2.2.3.6 Duly accomplished application form for admission, approved by the Dean of the college where the student intends to enroll

2.2.4 *Transferees* shall comply with the following requirements for admission:

2.2.4.1 Transferees from non-SUC institutions entering as freshmen or sophomores are required to take the admission test. Those entering as junior students may not be required to take the admission test, however, he/she shall submit to the admission requirements of the college he/she seeks to enter.

2.2.4.2 Duly accomplished application form for admission;

2.2.4.3 Certified true copy of Transcript of Records or Certification of Subjects taken, duly signed by the Registrar of school last attended for evaluation of subjects to be validated/accredited; validation/accreditation of subjects shall be done within the first semester that the student is admitted. Failure to do so may be the reason for non-admission during the succeeding semester.

2.2.4.4 Certificate of Good Moral Character as certified by the Head of the school last attended;

2.2.4.5 Honorable dismissal;

2.2.4.6 Two (2) copies of 2” x 2” latest colored picture;

2.2.4.7 Photocopy of Birth Certificate from the Philippine Statistics Authority (PSA); and

2.2.4.8 Barangay Clearance duly certified by the Barangay Captain.

2.2.5 *Old/Returning Students*

2.2.5.1 An old/returning student shall be allowed to register only after he shall have secured his admission slip duly accompanied by his final grades during the preceding semester and after his scholastic standing shall have been fully evaluated.

2.2.5.2 Clearance from all monetary or other obligations should be secured by the student before he/she is issued an admission slip.

2.2.5.3 A student who has dropped all subjects whether officially or not during the last semester he/she enrolled, or has discontinued his studies for one or more semesters, without valid reason or prior permission is required to seek re - admission. Old returning students retain their student numbers upon re – admission.

2.2.5.4 The rule on maximum residency shall be applied to students who have failed to file their leave of absence prior to discontinuance of their current degree program.

2.2.6 *Second Coursers (Please refer to Appendix ___ for requirements of all colleges pertaining to second coursers)*

2.3 Graduate Students

The following are the requirements for admission to the Graduate Programs:

2.3.1 **New Students**

2.3.1.1 A Bachelor’s degree relevant to the degree applied for with a grade point average (GPA) of 2.00 or better for the Master’s degree and a Master’s relevant to the degree applied for with a GPA of 1.75 or better for the Doctorate degree.

2.3.1.2 Academic competence/proficiency is based on the following:

2.3.1.2.1 Official Transcript of Records

2.3.1.2.2 Recommendations of two (2) former professors or recognized authorities

2.3.1.2.3 Interview with the applicant or other appropriate means

2.3.1.2.4 Rating in the Graduate Education Admission Test (GEAT) for Master's degree students and Qualifying Examinations for Doctoral students after two semesters.

2.3.2 Old Students

2.3.2.1 The same rule in Section 2.2.5.1 applies for an old/returning graduate student.

2.4 Cross Enrollees

2.4.1 A cross enrollee has to present the following documents to the Registrar before he can be admitted to the University:

2.4.1.1 A written permit from the Registrar of the school where the cross enrollee comes from; and

2.4.1.2 A copy of the recommendation for cross enrollment signed by the Adviser and approved by the Dean of the college offering the specific subject.

2.5 Foreign Students

2.5.1 In addition to the Transcript of Records, foreign students for both undergraduate and graduate levels shall be required to pass the Proficiency Examination in English to be conducted by the Chairman of the Department of Languages or his duly authorized representative or the Test of English as a Foreign Language (TOEFL) conducted by an accredited agency.

2.5.2 A graduate student shall also submit a student visa, CHED permit with the alien registration, and alien fee.

2.5.3 Application of all foreign students shall be processed in accordance with Inter – Agency Committee on Foreign Students (IACFS) Memorandum Order No. 01 Series of 2017.

2.6 Admission Requirements by College

2.6.1 In addition to admission requirements herein stated, an enrollee has to satisfy all documents specified by the college where he intends to enroll.

3.0 Registration

3.1 Pre-Registration

- 3.1.1 All incoming freshmen and transferees coming from non-SUC institutions are required to take the NVSU Admission Test (NVSU-AT) given by the University Educational Testing Center (UETC) after presenting to the Director/Coordinator of the UETC the official receipt of the admission test fee (P250.00) secured from Cashier's Office and other admission requirements;
- 3.1.2 The entering students shall submit the result of the NVSU-AT to the Dean of the admitting college;
- 3.1.3 They should likewise submit all other original documents required (as listed in Article 2) to the University Registrar.

3.2 Regular Registration

- 3.2.1 The enrollment of any student shall be done only during the days specified in the University Calendar or in a memorandum issued by the President of the University or to his duly appointed representative. Incoming freshmen and transferees may enroll in any of the days during the registration period.
- 3.2.2 An old student shall be allowed to register only after he shall have secured his admission slip duly accompanied by his final grades during the preceding semester and after his scholastic standing shall have been fully evaluated.
- 3.2.3 Regular, miscellaneous, and other fees of the University shall be fixed by the Board of Regents, subject to exemptions or deductions as may be promulgated.
- 3.2.4 The term regular fees shall include matriculation, tuition, and comprehensive examination fees to be paid by the student in connection with his registration. The entrance fee shall be a regular fee to be paid by the student upon admission to the University for the first time. Miscellaneous fees shall be those charged other than the regular fees, such as fees for special examination, certification, and transcript of records, and fees for changing, adding, and/or dropping of subjects.
- 3.2.5 Unless subsequently revised by the Board of Regents, fees to be paid are as follows:

3.2.5.1 For Undergraduate Students

Items	Amount
1. Regular Fees:	
Entrance Fee (New Student)	250.00
Registration Fee	50.00

Tuition (Per unit)	150.00
2. Other Fees:	
Laboratory Fees:	
Science	300.00
Basic Computer Laboratory	100.00
Computer Laboratory (Major)	200.00
Energy Fee	500.00
Library	250.00
Library e – Card	50.00
Medical/Dental Fees	150.00
Athletic Fees (IMs for PE and other equipment)	200.00
Cultural Fees	150.00
Authorized Contributions	50.00
Recreation Fee (Intramurals, Sports fest, dual meet)	100.00
School Organ Fee	150.00
Varsity Courier – Bayombong	
The University Gazette - Bambang	
Research Journal (Undergraduate)	100.00
SCUAA Meet	200.00
PASUC Cultural Festival	100.00
Guidance and Counseling	100.00
USSC	50.00
3. Miscellaneous Fees:	
Diploma	
1 st Copy of Diploma	150.00
2 nd Copy of Diploma	300.00
Certificate (2- year course)	100.00
Transcript of Records:	
1 st Request (per page)	50.00
2 nd Request (per page)	50.00
Certification Fee	20.00
Authentication Fee	30.00
Honorable Dismissal Certificate	20.00
Certification of Good Moral Character	20.00
Other certificates (Finished academic requirements....etc)	25.00
Late Registration Fee	50.00
(1st Day)	10.00
Every day thereafter (not to exceed 200.00)	
Special Examination Fee (Removal/Completion/Validation)	20.00
Changing/Dropping of Subject	20.00
Identification Card	100.00
Renewal of ID Card	150.00
Renewal of Test Permit (Lost)	10.00
Non-Citizenship/Semester*	800.00
Non-Citizenship/Midyear*	500.00

**Energy fee is charged for students with Saturday classes in their curriculum, graduate students and students of colleges with air-conditioned room.*

3.2.5.2 For Graduate Students

Items	Amount
1. Regular Fees:	
Doctoral Program:	
Admission (New Students)	P 100.00
Registration Fee	100.00
Tuition (per unit)	300.00
Master's Program:	
Admission (New Students)	100.00
Registration Fee	100.00
Tuition (per unit)	200.00
2. Other Fees:	
Medical/Dental Fee	100.00
School Organ Fee	100.00
Varsity Courier – Bayombong	
The University Gazette - Bambang	
Graduate Research Journal	200.00
Library	150.00
Library e – Card	50.00
Laboratory Fee	500.00
3. Miscellaneous Fees:	
ID	100.00
Transcript of Records:	
1 st Request (per page)	50.00
2 nd Request (per page)	50.00
Authentication Fee	30.00
Comprehensive Examination Fee	
Doctoral Program	700.00
Master's Program	500.00
Proposal Defense/Colloquium*	
Doctoral Program	6,000.00
Master's Program	3,500.00
Final Defense (Oral)	
Doctoral Program	6,000.00
Master's Program	3,500.00
Advisement Fees (Breakdown)	
Doctorate Program (Dissertation Committee)	
Adviser 1	3, 000.00
Adviser 2 (Critic)	2, 500.00
Panel Chair	2, 500.00
Two (2) panelists including 1 external @ 2,000.00	4, 000.00
Total:	12, 000.00
Master's Program (Thesis Committee)	
Adviser	2,500.00
Panel Chair	2,000.00
Two (2) panelists including 1 external @ 1,500.00 each	3,000.00
Total:	7, 500.00

**The total advisement fees will be paid in two equal installments, half during the proposal defense and the other half during the final defense.*

3.3 Midyear Term Registration

- 3.3.1 Students whose curricular schedules include midyear classes shall be required to enroll during midyear. Students with deficiencies may also do so; provided, that the subjects they want to take are offered during midyear.
- 3.3.2 A student who failed to enroll during the last two succeeding semesters may enroll during midyear, provided that he has previous enrollment in the collegiate level.

3.4 Late Registration

- 3.4.1 All late registrants shall undergo the regular procedure of enrollment and shall be charged with a late registration fee of P50.00 for the first day and an additional P10.00 for undergraduate and P50.00 for graduate students for each day thereafter until the last day prescribed for with fine.

3.5 Cross Registration

- 3.5.1 The total number of units for which a student may be allowed to register in two or more colleges within the University shall not exceed the maximum load allowed by the rules on academic load hereinafter provided.
- 3.5.2 No student from another institution shall be admitted to the University without a written permission from the Registrar of the school where he comes from.
- 3.5.3 A graduating student of the University may be allowed to cross register or cross enroll in any other institution; provided, he will enroll only one (1) subject during the midyear term and two (2) subjects during the regular semester; provided further, that the subjects are not offered in the University during the said period, or if offered, are already closed; provided furthermore, that the permit to cross register secured from the Dean of the college is approved by the Vice President for Academic Affairs or his duly authorized representative and is noted by the Registrar; and provided finally, that the course description and number of units are the same as those offered in the University.

- 3.5.4 A *bona fide* NVSU graduating student may be allowed to cross enroll in other state-owned or government educational institutions, or in recognized private educational institutions for a subject needed for graduation, except Field Practice, Teaching Internship, special topics, seminars, and undergraduate thesis; provided, that:
- 3.5.4.1 The subject is not offered during the semester/midyear term or is offered during that term but cannot be enrolled due to conflict in schedule that cannot be resolved;
 - 3.5.4.2 The student has no more deficiencies other than the subject to be cross-enrolled elsewhere during the semester or midyear term;
 - 3.5.4.3 The cross registration will not result to exceeding the normal load for his curriculum level during that semester or midyear term;
 - 3.5.4.4 The course description of the subject to be cross-enrolled in is essentially the same/similar to that offered in the University;
 - 3.5.4.5 The cross registration is recommended by the Adviser and the Department Chairman where the subject is taught and duly approved by the College Dean; and
 - 3.5.4.6 A copy of the approved application is submitted to the University Registrar for the issuance of permit to cross enroll. (*subject for merging*)
- 3.5.5 Validation is required of students given permission to cross register in schools other than state colleges and universities.
- 3.5.6 No student shall be allowed to cross register in any other college or university for the purpose of simply increasing his academic load during a semester or midyear term.

3.6 Academic Load

- 3.6.1 One credit unit is defined as one-hour lecture, discussion, seminar, recitation or any combination of these forms in a week. Laboratory or fieldwork shall be credited at the rate of one unit for each three-hour period.
- 3.6.2 The normal undergraduate student academic load during the semester shall range from 20-24 units but not to exceed 27 units.
- 3.6.3 The normal undergraduate academic load during the midyear term shall range from six- to-nine units.

- 3.6.4 For regular, full-time graduate students, a maximum of 12 units every semester and six units during the midyear term shall be allowed. A regular, part-time graduate student with a GPA of 1.09 or better may be allowed to enroll 12 and 6 units during the regular and midyear terms, respectively. A regular part – time student may only absorb 9 units per semester, except in the Degree by Research programs, where students may enroll more than the maximum number of units, upon approval of the Vice President for Academic Affairs.
- 3.6.5 No student shall be permitted to carry more than the required work in the curriculum, unless given special permission by the Vice President for Academic Affairs or his duly authorized representative thru the recommendation of the Dean concerned. The privilege of carrying extra work may be granted to an undergraduate student who obtained a GPA of not less than “2.00” in the previous semester and/or classified as graduating student during the semester, provided that there is no conflict in his program.

3.7 Changing and Adding of Subjects

- 3.7.1 For undergraduate students, changing/adding of subjects shall be allowed within three days from the first day of classes for a regular semester and one day for the midyear term. For graduate students, changing/ adding shall be permitted within two weeks from the start of a regular semester and three days from the start of midyear term. The changes shall be effected by means of using the Changing/Adding/ Dropping Subject Form (NVSU Form 4) upon the recommendation of the Adviser and approval by the Dean of the college to which the student belongs. After consultation with the Instructor concerned, the accomplished form shall be assessed with twenty pesos (P20.00) service fee per subject paid to the Cashier’s Office in addition to the other fees as hereafter defined, if any, and shall be submitted to the University Registrar for recording and filing. Copies thereof shall be distributed to the University Registrar, the student, and the Accounting Office.
- 3.7.2 A difference in the assessed fees resulting from a subject that is changed with another that has more number of units shall be paid by the concerned student. However, the student shall not be entitled to a refund if the former has more number of units than the latter.

3.8 Substitution of Subjects

- 3.8.1 Every substitution of subject shall be based on at least one of the following:
- 3.8.1.1 When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
- 3.8.1.2 Conflict of time between a required subject and another required subject; or

3.8.1.3 In case a student fails an elective subject, he can enroll an alternative/substitute subject as long as it meets the required number of units without repeating the failed subject/s with the consent of the Adviser and the Dean. In case a student fails a major subject, he should re-enroll that subject.

3.8.2 All petitions for substitution shall be covered by the following rules:

3.8.2.1 Petition shall be submitted to the Office of the Vice President for Academic Affairs through the Dean concerned within one week from the date of regular classes. Any petition submitted thereafter shall be considered only for the next semester or term;

3.8.2.2 Petitions shall only involve subjects within the same department; if not, the two subjects concerned must be allied;

3.8.2.3 Petitions shall only be allowed when the substitute subject carries a number of units equal to or more than the units of the required subject;

3.8.2.4 No substitution shall be allowed for any subject prescribed in the curriculum in which the student is enrolled, except if the proposed substitute subject covers substantially the same subject matter as the required subject;

3.8.2.5 All applications for substitution shall be acted upon by the Dean concerned upon the recommendation of the Department Chair, immediately upon receipt thereof.

3.8.2.6 A student who failed in a subject not required in his curriculum has the option not to repeat that subject.

3.9 Dropping of Subjects

3.9.1 A student may drop a subject, with the consent of his Instructor or Adviser and the Dean of the college where he is enrolled, by filling up a Dropping Subject Form.

3.9.2 No dropping of subjects shall be permitted after six weeks from the opening of the semester and two weeks from the opening of midyear term ***except for justifiable reasons*** and upon recommendation of the Instructor/Adviser concerned.

3.9.3 The amount of twenty pesos (P20.00) per subject shall be charged as dropping service fee payable at the Cashier's Office.

3.9.4 Refund of tuition and laboratory fees for the subject to be dropped shall be allowed, subject to the following:

3.9.4.1 If dropping the subject(s) is done due to cancellation of the subject by the University; or

3.9.4.2 If dropping of the subject(s) is due to sickness duly supported by a medical certificate issued/verified by the University Physician or any government physician.

3.10 Petitioning of Subjects

3.10.1 Subjects not regularly scheduled for a given term may be offered upon the written request of at least 15 non-graduating students, or five graduating students during the term, duly endorsed by the Department Head and the Dean of the college concerned and approved by the Vice President for Academic Affairs provided that Instructors are available at no extra cost to the government.

3.10.2 For graduate programs, petitioning of subjects require the following:

3.10.2.1 The petition involves at least three students for the major field and at least five for the core courses;

3.10.2.2 The petitioned course is included in the duly approved program of work/study; and

3.10.2.3 The petitioned subject is not dropped or changed by the student petitioners.

3.11 Withdrawal of Registration

3.11.1 A student who has paid his tuition and other fees in full and is granted honorable dismissal shall be entitled to a refund of all fees (except entrance fee) whether he has attended classes or not, based on the following schedule:

3.11.1.1 80% of the amount paid when he withdraws within the first week after the date of registration during the semester or within two days after registration during the midyear term;

3.11.1.2 50% of the amount paid when he withdraws within the second week to fourth week after the date of registration during the semester or within a week during the midyear term; or

3.11.1.3 No refund shall be made after the fourth week after the date of registration during the semester or after one week after registration during the midyear term.

- 3.11.2 In case an enrolled student dies during the semester or midyear term, however, the total fees paid for the semester or midyear term shall be reimbursed in full to the parents, guardian, or legal heirs of the former upon request thereof by the latter.
- 3.11.3 Any student who is drafted for trainee instruction or called to active military duty in accordance with the National Defense Act shall be refunded the proportional part of the total amount paid for his tuition and other fees, except entrance fee, for the term during which he is drafted or called to military training. Provided, that no refund of the proportional part of the said fee shall be allowed beyond the fiscal year during which the fees have been paid.

3.12 Deferment of Registration

- 3.12.1 Qualified first year applicants who, for a valid reason cannot enroll during the semester applied for, may apply for deferment of registration to the succeeding school year. Applicants shall write to the Registrar of the University a week before the regular registration period.
- 3.12.2 Applicants requesting for deferment of registration shall not be allowed to take any academic subject prior to enrollment.
- 3.12.3 Deferment of registration shall only be allowed once for a qualified applicant who must enroll in the next school year. Failure to do so shall mean going through the same pre-registration procedure if the applicant opts to re-enroll.

4.0 Accreditation and Validation

4.1 Accreditation of Units of Transferees

- 4.1.1 A transferee from a recognized institution shall be given equivalent credits if the subject he has earned therefrom applies on any of the university curricula; provided, that he meets the following regulations on accreditation:
 - 4.1.1.1 Subjects taken in state colleges and universities need not be validated; provided, that the course descriptions and the number of units of the said subjects are the same as those offered in the University.
 - 4.1.1.2 Validation for courses taken by foreign students in their home countries is not required; provided, that the course descriptions are substantially the same as those offered in the University.
 - 4.1.1.3 Subjects taken by a transferee from non-state colleges and universities shall be validated if the grades obtained thereon are lower than “2.50” or its equivalent, even if the corresponding course descriptions are the same as those offered in the University.

4.1.1.4 If the number of units of a subject earned outside the University is less than that prescribed for the course, the student shall enroll the subject as offered in the University.

4.1.1.5 In case of slight difference in the description of the course, like the use of the terms Principles, Fundamentals, Introduction, General, and the like, the concerned Department Chairman in concurrence with the Dean of the college where the subject is classified, may issue a certification to the effect that such subject can be accredited in lieu of the subject being offered in the University.

4.2 Exemptions from Validating Examination

4.2.1 Validating test for subjects that apply to any college curriculum in the University shall not be required to holders of baccalaureate titles and degrees of their equivalence obtained in recognized collegiate institutions.

4.2.2 Exemptions from advanced credits in Observation and Participation in Teaching, Student Teaching or Field Practice/Apprenticeship may be granted by the Vice President for Academic Affairs to the following:

4.2.2.1 Teachers who are degree holders and have at least one year teaching experience in the public or private school and who had obtained a minimum performance rating of Satisfactory during their previous year of teaching. A certification to that effect shall be presented to the University Registrar.

4.2.2.2 Rangers or associate graduates in Forestry and who are presently employed; provided, that they had obtained a performance rating not lower than Satisfactory during their previous year of employment.

5.0 Curricular Requirements and Evaluation of Student Performance

5.1 Student Classification

5.1.1 Students shall be classified as follows:

5.1.1.1 A ***regular/full-time student*** is one who is registered for formal academic credits and who carries the full load called for a given semester under the curriculum in which he is enrolled.

5.1.1.2 An ***irregular/part-time student*** is one who is registered for formal credits but who carries 50% or less of the full load called for in a given semester under the curriculum in which he is enrolled.

5.1.1.3 A ***transfer student*** is one who comes from another institution and who is registered after qualifying for admission in the University.

5.1.1.4 A **working student** is one who is employed on a full-time or part-time basis and registered after qualifying for admission in the University.

5.1.1.5 A **cross-enrolled student** is one who is registered for formal credits in other institutions but has enrolled some subjects in the University.

5.1.1.6 A **second courser** is one who has already finished a degree but enrolls in a college for a second course/units in another course.

5.1.1.7 A **foreign student** is one who is not a Filipino citizen and who registered after qualifying for admission in the University.

5.2 Curricular Level Placement

5.2.1 Undergraduate students shall have the following curricular level placements:

5.2.1.1 **Freshman.** A student taking the prescribed subjects of first year or has finished less than 25% of the total number of units required in the course.

5.2.1.2 **Sophomore.** A student who has completed the first year course work or has finished 25% but less than 50% of the total number of units in the course.

5.2.1.3 **Junior.** A student who has completed the first two years of the course or has finished 50% but less than 75% of the total number of units required in the course.

5.2.1.4 **Senior.** A student who has completed at least 75% of the total number of units in the course or has completed all the prescribed units less the equivalent number of units prescribed during the last year. This curricular placement also applies to students taking a five-year course.

5.2.1.5 **Graduating.** A student who is enrolled in the final semester of his course work.

5.3 Class Size and Schedule of Classes

5.3.1 The number of undergraduate students to constitute a class shall be 25 – 40 for recitation; 80-120 for lecture; and 30-35 for laboratory. The minimum class size is 15 for recitation classes and three for major subjects. For the Graduate Program, a minimum of five to a maximum of 25 students shall be allowed to constitute a class.

5.3.2 The Registrar shall prepare the schedule of classes for each semester or midyear term in accordance with the academic calendar and in consultation with the respective Deans or their Department Chairs who may be directed by the former to represent them. The Vice President for Academic Affairs, or his duly authorized representative, shall approve the schedule of classes duly endorsed by the Campus Administrators.

- 5.3.3 Students who wish to transfer to other classes shall be allowed only for valid reasons and with the consent of the original class instructor and the instructor of the class where the student wishes to transfer. The same procedures for adding and changing of subjects shall apply to change of codes.
- 5.3.4 The prescribed period or length of classes per session shall be strictly followed by instructors or professors, they may not dismiss their classes earlier than 10 minutes before the time.
- 5.3.5 Classes shall be dismissed ten minutes before the scheduled time to allow enough time for students to transfer from one room to another.
- 5.3.6 All classes in the University shall be automatically suspended when Typhoon Signal No. 3 is raised in the area by concerned authorities. At the discretion of the University President, classes are suspended when Typhoon Signal No. 2 is raised in the area.
- 5.3.7 No instructor shall transfer the holding of his class to any other hour than that officially scheduled nor shall he meet his students for class or consultation purposes in any unscheduled room or place except when properly recommended by his Department Chair and College Dean and duly approved by the Vice President for Academic Affairs. A copy of this approved form for transfer of time and room schedule should be forwarded to the Registrar's Office, provided, that no student is affected by the said transfer.
- 5.3.8 Classes shall not be divided to suit a teacher's personal convenience or to increase his/her teaching load.

5.4 Attendance and Tardiness

- 5.4.1 Any student who absents himself from his class shall secure an admission slip from the College Guidance Counselor and which shall be presented to his instructor before he can be admitted thereon. In case of illness, a medical certificate shall be secured from the Head of Health Services or any government physician and to be attached to the excuse slip. The list of absences/tardiness of students should be submitted monthly by the professor/instructor to his College Dean.
- 5.4.2 Excused absences shall be for time missed only. All class work covered during the absence shall be made up to the satisfaction of the instructor/ professor concerned within a reasonable period of time during the semester.
- 5.4.3 Students sent on official business by the University, such as conferences, athletic meets, and approved class field trips, are considered excused. Approved travel order concerning field trips must be attached to application form for excused absence.

5.4.4 The following rules further apply to undergraduate students:

5.4.4.1 Three consecutive absences from class shall be reported by the instructor or professor concerned to the Dean of the college and the Guidance Counselor where the student belongs and the latter will, in turn, inform the parents of the students using the form provided thereof.

5.4.4.2 A student whose absences exceed 20% of the required number of hours of recitation, lecture, laboratory or any other scheduled work in any course for the semester shall be automatically dropped from the class roll. If 60% or more of the absences are unexcused, the student shall be failed with a corresponding grade of “5.00”.

5.4.5 Regular attendance in the Graduate Program shall require 54 hours per semester. A graduate student may be dropped from the class for unexcused absences of four meetings.

5.5 Examination

5.5.1 As a rule, for both undergraduate and graduate classes, there shall be two long examinations to be given during a particular semester or midyear term, which include the midterm and final examinations. The midterm exam shall be given on the ninth week from the opening of the semester. The final exam shall be given during the last week of the semester. For the midyear term, the midterm exam shall be given during the third week from the opening of classes and the final exam shall be given during the last week.

5.5.2 The final examination programmed in the Academic Calendar shall not be given outside of the scheduled periods unless authorized by the Vice President for Academic Affairs or his duly authorized representative.

5.5.3 The final examination week shall be composed of one-day integration, three days of examination and one day for completion of requirements and other deficiencies.

5.5.4 The duration of the midterm and final examinations shall be three days. Each examination shall be allotted one and a half hours. No classes shall be conducted during the final examination week. Final examination week for graduating students shall be scheduled one week before the regular final examinations schedule.

5.5.5 Midterm and final laboratory examinations shall be given a week before the scheduled examination; provided, that the conduct of said examinations shall not interfere with the holding of other regular classes. Conduct of performance based examinations shall be coordinated with the administration for approval of schedules.

- 5.5.6 All results of quizzes, examinations and the like taken by a student shall be made accessible to him and he shall be free to verify results of the same and ascertain how his scores have been duly transmuted by his instructor/professor.
- 5.5.7 A clearance from the accounting shall be required of each student during the midterm and final examinations. The accounting office shall issue a list of students who have obligations. As in the midterm, a test permit shall likewise be secured by a student before the final examinations to ensure that his entire incidental accounts, especially property responsibilities, if any, are duly paid/ replaced/accounted for, as the case may be. To this effect, it shall be the responsibility of the instructors/professors concerned to submit other accountabilities of a student, i.e., breakage/loss/destruction of laboratory or other University facilities/equipment to the Accounting Office for payment/settlement of the same.
- 5.5.8 It shall likewise be the responsibility of the instructor/professor or proctor to collect clearances from the accounting office of students before giving a final examination and to return the same to the students after affixing his/ her signature opposite the subject where the student shall have taken the examination.
- 5.5.9 A Comprehensive Examination is given in written form to a candidate for the Master's degree, and in written and oral forms for the Doctorate degree. The examination shall be administered to an applicant who has complied with the following requirements:
- 5.5.9.1 Submission of an application form duly signed by the adviser and approved by the Dean filed three weeks after the start of regular classes;
- 5.5.9.2 Completion of academic (core, cognate, major) courses with no incomplete grade in said courses;
- 5.5.10 The Advisory Committee of the graduate student shall act as the Examination Committee, which shall consist of three faculty members to represent the core, major, and cognate fields. The adviser of the student shall serve as the Chairman of the Examination Committee.
- 5.5.11 The oral comprehensive examination shall be given to a doctoral student by his Oral Comprehensive Examination Committee composed of the Advisory Committee (five members including the adviser), two panelists (external and/or internal with the same area of specialization) to be invited by the Dean, and the Dean himself/herself. The examination shall be given not later than one year after the student has passed his written comprehensive examination. The passing or failing in the oral comprehensive examination depends on the majority vote of the Oral Comprehensive Examination Committee.

5.6 Grades and Grading System

- 5.6.1 The performance of college students shall be graded using the point system at the end of each term
- 5.6.2 The point and percentage systems shall have the following descriptive equivalents:

Point System	Percentage System	Descriptive Equivalent
1.00	97 – 100	Outstanding
1.25	94 – 96	
1.50	91 – 93	Very Satisfactory
1.75	88 – 90	
2.00	85 – 87	
2.25	82 – 84	Satisfactory
2.50	79 – 81	
2.75	76 – 78	
3.00	75	Fair or Passing
4.00	71-74	Conditional
5.00	Below 70	Failed
OD	-	Officially Dropped without Credit
UD	-	Unofficially Dropped
Inc.	-	Incomplete
Descriptive Rating for Thesis/Special Problems*		
1.00 to 1.25	94 – 100	Outstanding
1.50 to 2.00	85 – 93	Very Satisfactory
2.25 to 2.75	76 – 84	Satisfactory
3.00	75	Fair or Passing
IP	---	In Progress

**The percentage rating for Thesis/Special Problems will be the mean of the ratings of a Thesis Panel using a rating form.*

- 5.6.3 “Inc” shall be given to a student whose class standing throughout the semester is passing but fails to appear for the final examination or to complete other course requirements due to illness or any other valid reasons. If, in the opinion of the Department Head, the absence is justifiable, the student may be given an examination.
- 5.6.4 In case the class standing is not passing and the student fails to take his examination for any reason, a grade of “5.00” shall be given.
- 5.6.5 In any such event, it shall be the responsibility of the instructor/ professor concerned to submit to the Registrar’s Office the completion grade using the

prescribed form and to furnish a copy to the concerned student, the Department Chairman, and the Dean within the one-year period reckoned from the end of the semester wherein the grade of “Inc” has been given.

5.6.6 Removal examinations due to a grade of “Inc” or a conditional grade of 4.00 shall be covered by the following rules:

5.6.6.1 The removal examination may be taken during regular examination periods if the course in which a student obtained an “Inc” or a grade of 4.00 is included in the schedule of examination for the period during which said removal examination is to be taken; The period for removal examination shall be set in the academic calendar.

5.6.6.2 For a grade of “Inc”, the removal of the deficiency shall be done within the prescribed time by passing the examination or meeting all the course requirements after which the student shall be given a final grade based on his overall performance. For a grade of 4.00, the student passing the examination shall be given a grade of 3.00 or otherwise a failing grade of 5.00.

5.6.6.3 The period within which a student removes his grade of “Inc” or “4.00” shall not extend beyond one academic year from the date the mark was received. A mark of “Inc” not removed within the prescribed period shall automatically be given a remark of “Lapsed”.

5.6.6.4 Only one re-examination shall be allowed and shall be taken within the prescribed period. A removal examination may be taken at some other time, subject to the approval of the instructor/professor and Department Head and upon payment of P20.00 per subject;

5.6.6.5 In case the instructor/professor concerned is on study leave, resigned, transferred, or in any instance not available for a period of one semester or more, the Department Chairman/ Dean or another designated instructor/professor may give the validating/removal examination or accept the completion requirement and thereby, give the appropriate grade.

5.6.7 Every academic faculty of the University shall submit his report of final grades using the prescribed form not later than ten working days after the final examination.

5.6.8 Instructors/professors who will submit their grades late shall be fined the amount of P100.00/class/day to be paid at the Cashier’s Office.

5.6.9 Grades shall never be changed after the grade sheets have been filed in the Registrar’s Office. In exceptional cases, as where an error has been committed, the professor/instructor may request authority from the Academic Council, through the Department Head and the College Dean to make the necessary changes. If the

request is granted, a copy of the authorization shall be forwarded to the Registrar's Office for recording and filing.

- 5.6.10 Notwithstanding the foregoing provision and to avoid any injustice, a committee of the department may revise the grade on a final examination paper if it clearly and unmistakably appears on the basis of the quality of the scholastic records of the student; that such grade is the result of an erroneous appreciation by the faculty concerned. Should the change of the grade on the paper affect the final grade of the student, the committee may request the instructor/professor, through the Department Head, and the College Dean to make the necessary change after presentation of the evidence within 30 days from the receipt of the final grade by the student concerned.

5.7 Scholarships/Assistantships (With the implementation of R.A 10931 or the Universal Access to Quality Tertiary Education, changes on the terms and conditions of scholarship programs shall henceforth be modified accordingly by the sponsoring agency, but for those to be funded by the university, the equivalent amount of the tuition fee shall be granted to students who will qualify in any of the different scholarship programs)

- 5.7.1 *Scholarships/Assistantships for Undergraduate Students*. Before any student can be awarded any of the following scholarships or assistantships, he shall first apply for the grant with the Student Scholarship Committee using the forms prescribed, to be attached to his form as parts thereof:

- 5.7.1.1 *Entrance Scholarship*. Free tuition fee scholarship, or the equivalent (book allowance, stipend, travel allowance, uniform allowance, etc.)*, for one semester shall be awarded to valedictorians and 50% tuition fee to salutatorians of recognized high schools. A certificate of recognition shall be given to entrance scholars.

**Subject to the availability of funds and/or budgetary appropriations*

- 5.7.1.2 *Academic Scholarship* as follows:

- 5.7.1.2.1 *University Scholarship*. A certificate of recognition shall be awarded to students who obtained a quantitative point average of 1.50 or better during the preceding semester on an academic load of at least 18 units. Provided, that they have not received a grade lower than 3.00 or "Inc" in any of their subjects. Grade in NSTP shall not to be included. The recognition of academic awardees shall be done during the succeeding semester.

- 5.7.1.2.2 *College Scholarship*. A certificate of recognition shall be awarded to students who obtained a GPA of 1.51-1.75 during the preceding semester on an academic load of at least 18 units. Provided, that they have not received a grade lower than 3.00 or "Inc" in any of their subjects. Grade in

NSTP shall not to be included. However, graduating students enrolled in less than 18 units may also be given special recognition.

5.7.1.2.3 ***Service Scholarship.*** A certificate of recognition during the semester shall be awarded to the following:

- a) The Chairpersons of the Northern and Southern Campuses' Supreme Student Councils;
- b) The Corps Commander of the ROTC Unit;
- c) The Editors-in-Chief, Associate Editors, and Managing Editors of the NVSU Varsity Courier and the University Gazette; and
- d) Members of the University Band (A certificate of service shall be issued by the bandmaster to claim uniform allowance and other benefits.)

5.7.1.2.4 ***Athletic Scholarship.*** The equivalent of the scholarship will depend upon the level of the meet the student competed in during the preceding school year as certified by the Director of the Sports Recreation and Cultural Affairs for old students, and the former coach/principal for new students.

5.7.1.2.5 ***Cultural Scholarship.*** A similar scholarship shall be awarded to choral ensemble, dramatic guild or dance troupe members, ranging from the equivalent of 50% to 100% discount in tuition, as per recommendation of their respective heads.

- 1) The equivalent of the full-tuition scholarship shall be granted to students who participated in the national level of any recognized cultural competition; or
- 2) The equivalent of the half-tuition scholarship shall be granted to students who participated in the regional level of any recognized cultural competition.

5.7.1.3 ***Assistantships/Financial Grants for students who are financially poor but academically able and willing to work.*** They shall be hired as student assistants/laborers in any of the offices/ projects of the University; provided, they shall work in areas along their line of specialization, subject to the usual accounting and auditing rules and regulations:

5.7.1.3.1 ***Student Assistants.*** The student must have a general academic average of 2.50 during the preceding term and must currently carry a load of not more than 15 units during the semester and six units during the midyear term.

5.7.1.3.2 ***Student Laborers.*** Interested students with at least an average rating of 3.00 with all the subjects passed may be given work. Provided, that the student concerned shall carry not more than 15 units during the semester and six units during the midyear term.

5.7.1.4 ***Government Scholarships.*** The University honors the scholarship of any student under the National Integrated Student Grant Program (NISGP), Selected Ethnic Groups Educational Assistance Program (SEGEAP), Barangay Scholarship Program (BSP), Philippines Veterans Affairs (PVA), Study-Now-Pay-Later Plan (SNPL) and other recognized similar government scholarships upon presentation of the Certification of Scholarship by the authorities of the said agencies.

5.7.1.4.1 ***State Scholarships.*** The University shall enroll state scholars in the course of their choice and in accordance with Department Memorandum No. 8, s. 1969 which seeks the cooperation of all colleges and universities, both private and state, on the matter. Under the said memorandum, tuition and other expenses of the scholar are to be paid by the State Scholarship Council upon the availability of funds.

5.7.1.4.2 ***Special Assistance Program of CHED.*** This is a Scholarship Assistance Program (SAP) in State Universities and Colleges (SUCs) as provided for in Republic Act No. 8174, otherwise known as the “1996 General Appropriations Act” (1996 GAA), subject to the following:

- 1) The candidate should have an average rating of at least 85% or its equivalent;
- 2) The candidate must come from a fifth or sixth class municipality; and
- 3) The income of the candidate’s family must not be more than Sixty Thousand Pesos (P60,000.00) per annum, as evidenced by the parents’ recent Income Tax Return.

5.7.1.4.3 ***Presidential Decree No. 577 Scholarships.*** This decree provides the following:

- 1) Educational benefit shall be extended to any dependent of military personnel in the active service but who had died or were incapacitated in the line of duty since September 21, 1972 and those who shall die or may be incapacitated in line of duty thereafter;
- 2) This benefit shall be good for 10 school years and it shall be transferable to any of the dependents of the military personnel. Provided, that it will not exceed 10 school years;

- 3) This benefit shall be without prejudice to other educational benefits being enjoyed by the military personnel or his dependents. Provided, that the grantee shall not enjoy more than one scholarship at one time; and
- 4) Grantees shall not be allowed to transfer from the school where they were enrolled prior to grant of this benefit except for those who are graduating from any school level to the next level, or for meritorious reasons.

5.7.1.5 **Privilege Scholarship.** Children of permanent full-time faculty members and employees of this University shall be granted free tuition fee. Provided, however, that said children are still single and not more than 21 years of age. Provided further, that the tuition for any subject failed during the semester shall be refunded accordingly in cash or by payroll deduction by the concerned school personnel.

5.7.1.6 **Special Scholarship.** This scholarship shall be given to students by donors (government as well as private agencies), generally, on the basis of the criteria specified by said donors. However, the hereunder general guidelines shall govern or shall be considered on default of any criteria laid down by the donors, to wit:

5.7.2 General Guidelines for Government Scholarships

5.7.2.1 **Selection Criteria.** The following shall be observed:

- 5.7.2.1.1 Priority shall be given to those students taking courses directly concerned with food production (i.e. Agro-Fisheries, Animal Science, Crop Science) and natural resources conservation (i.e. Forestry, Agroforestry, Environmental Science, Agricultural Engineering);
- 5.7.2.1.2 Relatively good grades in high school. Grade Point Average (GPA) and college admission examination scores shall be considered;
- 5.7.2.1.3 Result of interview, which includes articulateness of applicants, possible gauge on personality, views on some pervasive social issues, etc. shall be considered; and
- 5.7.2.1.4 Preference shall be given to those who are relatively poor.

5.7.2.2 **Requirements to Maintain Scholarship.** To maintain the scholarship, a student scholar shall:

- 5.7.2.2.1 Have good scholastic standing with a semestral GPA of at least 2.50 excluding NSTP and Social Orientation subjects on a minimum load of 18 units taken during a semester or term;

- 5.7.2.2.2 Maintain a good moral character to be issued by the Office of Student Affairs;
 - 5.7.2.2.3 Have no violation of the Student Code as determined by the Student Scholarship Committee;
 - 5.7.2.2.4 Have no infraction or breach of any of the terms and conditions set by the donor and/or NVSU as contained in the scholarship agreement;
 - 5.7.2.2.5 Have all incomplete grades completed before processing the scholarship except for Thesis and Practicum/OJT;
 - 5.7.2.2.6 Be in good health, physically, mentally and emotionally, as certified by a government physician or the University physician;
 - 5.7.2.2.7 Carry the required regular academic load for each semester/term, depending on the curriculum of the course he is pursuing and thus, cannot drop any of his subjects without prior approval of his adviser in consultation with the Student Scholarship Committee; and
 - 5.7.2.2.8 Subject to the conditions set by the grantor (where applicable), take leave of absence only with the prior approval of the Student Scholarship Committee.
- 5.7.2.3 **Other Requirements.** Hereunder are the policies relative to government scholarship:
- 5.7.2.3.1 Execution of a Memorandum of Agreement to set forth the details of scholarships between the NVSU and the donor/grantor, and the grantee/scholar and the grantor/donor;
 - 5.7.2.3.2 The Committee may permit deferment of the study grant with the concurrence of the donor/grantor in case of illness that causes substantial interruption of the scholar's classes. This must be supported with by a medical certificate duly issued by a government physician;
 - 5.7.2.3.3 With the concurrence of the donor/grantor, another student may be selected to replace any scholar who fails. Provided, however, that in the absence of another screening, he is the next in rank among the grantees conducted during the screening by the Student Scholarship Committee. Provided further, that in case no student can duly qualify, a student in the year level of the scholar who has previously failed may be selected pursuant to the same screening procedures; and

- 5.7.2.3.4 All other matters not covered by the guidelines shall be appropriately acted upon by the Student Scholarship Committee, subject to other pertinent policies of the University, contracts, and other similar documents.

5.7.3 General Provisions on Scholarships and Assistantships

- 5.7.3.1 Notwithstanding all the foregoing provisions, scholarships/ assistantships enjoyed by the students of the University shall be governed by the following rules:

- 5.7.3.1.1 A scholarship shall be awarded or terminated upon certification by the Student Scholarship Committee;
- 5.7.3.1.2 Students shall not be allowed to enjoy the benefits of two or more scholarships or assistantships at a time. For instance, in case of service scholarship, a student who is already a beneficiary under this category may choose to remain as editor or choir member but without enjoying the corresponding benefits thereon;
- 5.7.3.1.3 Unless specifically provided by a specific University regulation, the privilege shall be enjoyed on tuition fee only;
- 5.7.3.1.4 A scholarship shall be withdrawn from any student enjoying it if, after due investigation, he is found guilty of having committed or having been involved in a serious case of misconduct or misbehavior;
- 5.7.3.1.5 A recipient of a scholarship awarded exclusively by the University (athletics, corps commander, editor-in-chief, SCG president, etc.) shall refund to the University the amount covering the scholarship benefit he enjoyed for the semester or year, as the case may be, if he fails to render or perform the service required therefrom;
- 5.7.3.1.6 All grantees except students covered under Service Scholarships and Assistantships/Financial Grants shall have a GPA of 2.50 or better to maintain their scholarship;
- 5.7.3.1.7 In all cases, all grantees shall not have failing grades; and
- 5.7.3.1.8 All other matters not covered by these Academic Regulations shall be appropriately acted upon by the Student Scholarship Committee, subject to other pertinent policies of the University, contracts, and similar documents.

- 5.7.4 **Scholarships for Graduate Students.** Faculty members and staff of the University may apply for a slot in the NVSU Faculty and Staff Development Program (FSDP). This scholarship shall entitle the grantee free tuition fees, book allowances and thesis/dissertation support.

5.8 Retention

- 5.8.1 **Warning.** Any student who, at the end of a semester, obtains final grades below 3.00 in 26%-49% of the number of academic units in which he was enrolled shall be given a written warning to improve his work by the Dean of his college. He shall not be allowed to enroll more than 18 units in the succeeding semester.
- 5.8.2 **Probation.** Any student who, at the end of a semester, obtained final grades below 3.00 in 50%-74% of the total number of academic units in which he was enrolled shall be warned by the Dean or his academic adviser. He shall not be allowed to enroll more than 15 units in the succeeding semester. This provision shall not, however, apply to students who have enrolled less than six units.
- 5.8.3 **Dismissal.** Any student dropped from one college of the University shall not be admitted to another college of the University unless, in the opinion of his former Dean, natural aptitude and interest may qualify him in another field of study in which case, he may be allowed to enroll in that college.
- 5.8.4 **Permanent Disqualification.** A student, who at the end of a semester, obtains final grades below 3.00 in more than 75% of the total number of academic units in which he was enrolled, shall be permanently barred from re-admission to any college in the University. Provided, that if he obtains grades of “Inc”, he shall complete them before the close of the next registration period, and if he passes any of them, thus, reducing his failure to less than 75%, he shall not be permanently disqualified. Provided, however, that this shall not apply to cases where the grades of 5.00 were due, not to poor scholastic standing, but to the student’s unauthorized dropping of the subjects.
- 5.8.5 A third year student in a four-year course or a fourth year student in a five-year course, unless otherwise justified, shall not be allowed to shift to another degree course in this University.
- 5.8.6 The Graduate Program shall retain any student whose grade point average is 2.00 or better for a Master’s degree and 1.75 or better for a Doctorate program.

5.9 Residence Limit

- 5.9.1 A maximum residence limit covers a duration of 1.5 times the regular duration of a degree program, i.e., six years to finish a four-year course and 7.5 years for a five-year course.
- 5.9.2 Free tuition and miscellaneous fee privilege shall only cover the prescribed minimum number of semesters for each program. In case the student fails to meet the minimum residency, he/she shall shoulder all the expenses required.

- 5.9.3 A minimum residence of two semesters (master's degree) and four semesters (doctorate degree) at the University devoted wholly or partly to graduate work and/or the satisfactory completion of at least 21 units and 33 units of graduate credit for doctorate degree under the guidance of the University is required.
- 5.9.4 The entire work for the master's degree must be completed within a period of five calendar years and seven years for the doctorate degree.

5.10 Leave of Absence

- 5.10.1 Leave of absence refers to allowable length of time that a student is permitted to go on leave and to finally return to finish the course. A student shall file an application for leave of absence endorsed by his/her College Dean. Copies should be submitted to the Registrar's Office, Guidance Office (for undergraduate students), and the Vice President for Academic Affairs.
- 5.10.2 No leave of absence shall be granted within two weeks before the last day of classes. If the student is sick and unable to continue attending classes, his absence during the period shall be considered excused. A medical certificate must be presented and submitted.
- 5.10.3 A student whose leave of absence has been approved should write a letter of intent to return to the University a month before such period ends. The following documents should be presented:
 - 5.10.3.1 Accomplished college clearance;
 - 5.10.3.2 Certification of no pending case from the Guidance Office;
 - 5.10.3.3 Medical Certificate; and
 - 5.10.3.4 Grades for the semester prior to the leave of absence.
- 5.10.4 The maximum number of times a leave may be granted shall only be equal to half the prescribed number of years of a course. Provided, that the aggregate total duration of leaves shall not exceed four years, though it may not be consecutive.

5.11 Honorable Dismissal

- 5.11.1 Honorable dismissal is voluntary withdrawal of a student from the college with the consent of his College Dean and the University President or his duly authorized representative.
- 5.11.2 A student who shall leave the University as a result of suspension or expulsion due to disciplinary action shall not be entitled to an honorable dismissal. Should he be permitted to receive his transcript of records or the certification of his academic

status in the University, the document shall contain a statement of the disciplinary action rendered against him.

- 5.11.3 In no case shall an honorable dismissal or any scholastic record of a student be issued without an approved clearance of the concerned student from financial and property responsibilities from the University.

6.0 Thesis, Practicum, Teaching Internship and On-the-Job Training

6.1 General Provisions

- 6.1.1 Only students with senior standing and those who have completed their academic requirements shall be allowed to undergo field practice/practicum, Teaching Internship, or on-the-job training (OJT).
- 6.1.2 Student teachers and trainees are required to wear the prescribed university uniform in their Teaching Internship or OJT.
- 6.1.3 The following documents must be submitted fifteen days before the deployment of student teachers and trainees and students who will undergo field practice/practicum:
- 6.1.3.1 Parent's Waiver/Consent
 - 6.1.3.2 Student Trainee Form (Four copies of Personal Data Sheet)
 - 6.1.3.3 Certificate of Medical Examination
- 6.1.4 Students who undergo Teaching Internship, OJT, field practice, and practicum shall be required to submit a narrative report in the prescribed format at the end of the term.
- 6.1.5 The teaching load equivalent for thesis adviser and faculty supervisor/ coordinator are as follows (***NO HONORARIUM IS INVOLVED***):
- | | |
|--------------------------------------|--|
| Undergraduate Thesis Adviser | 0.25/student (maximum of 5 per semester) |
| Teaching Internship Supervisor | 6.00 not to exceed credit units of the subject |
| Field Practice/Practicum Coordinator | 6.00 |
| OJT Coordinator | 6.00 |
- 6.1.6 Faculty Supervisors/Coordinators shall deploy students only after a Memorandum of Agreement (MOA) has been signed by the University President or the Vice President for Academic Affairs and the Head of the Cooperating Agency.
- 6.1.7 Faculty Supervisors/Coordinators shall be allowed to go on official business (OB) when coordinating with cooperating agencies, deploying and monitoring

performance of student teachers and trainees, and performing other related supervisory functions.

- 6.1.8 All off-campus activities shall be governed by the provisions of CMO № 63, s. 2017 and other issuances pertaining to this type of concern.

6.2 Undergraduate Thesis

- 6.2.1 The student shall request for the constitution of his Advisory Committee which shall consist of his adviser and two members specializing in the major and minor fields.
- 6.2.2 The student shall prepare the thesis outline under the supervision of his adviser. The outline shall be reviewed by the Advisory Committee before it can be applied for and scheduled for defense.
- 6.2.3 The student shall defend the thesis outline before the Advisory Committee and all members of the department where the student belongs.
- 6.2.4 The student shall conduct the thesis under the supervision of the adviser and only after he has successfully defended the thesis outline.
- 6.2.5 The student shall prepare the thesis manuscript, which shall be reviewed by the Advisory Committee before it shall be scheduled for defense in the department.
- 6.2.6 The student passing the thesis defense shall submit five copies of the final manuscript to the College Dean.

6.3 Field Practice/Practicum

- 6.3.1 The Field Practice/Practicum shall only be undertaken by students who have completed all pre-requisite subjects specified in the curriculum.
- 6.3.2 A Faculty Field Practice/Practicum Coordinator shall supervise the field practice/practicum.
- 6.3.3 A field practice/practicum fee of P500.00 shall be paid by students to augment traveling expenses of faculty supervisors and for the maintenance of vehicles during deployment, monitoring, and supervision.
- 6.3.4 Students who undergo field practice/practicum shall render the duration of off-campus experience as required in their respective curriculum.

6.4 Teaching Internship

- 6.4.1 **Admission Requirements.** Prospective student teachers must have a satisfactory academic performance based on University standard. They shall pass the Leaving Examination before enrolling in Observation and Participation and in Student Teaching. Students failing the examination shall enroll in a crash program that will prepare them for another examination; otherwise, the prospective student teacher shall be required to re-enroll the Observation and Participation course.
- 6.4.2 **Activities and Number of Hours Required.** Before a teacher education student starts Teaching Internship, he must have undergone a three-unit course in Observation and Participation, which constitutes a two-week orientation period and two-week observation classes.
- 6.4.2.1 A minimum of ten weeks of actual teaching is required. This includes one local demonstration and one final demonstration. The last two weeks shall be devoted to the accomplishment of other course requirements.
- 6.4.2.2 Off-Campus teaching shall be undertaken for 12 weeks.
- 6.4.3 **Fielding of Student Teachers.** The Teaching Internship Supervisor (TIS) shall secure an endorsement letter for the students, duly approved by the Head of the cooperating agency, before deploying student teachers. The Department Chair and the TIS shall supervise the fielding of student teachers.
- 6.4.3.1 The TIS shall conduct a briefing with the assigned cooperating teachers before officially endorsing student teachers.
- 6.4.3.2 Student teachers are strictly prohibited from transferring from one cooperating teacher to another without duly notifying their Student Teaching supervisors.
- 6.4.3.3 A student teacher who gets married or becomes pregnant during her Student Teaching shall be required to submit her marriage contract to the Registrar and apply for change of status and family name.
- 6.4.3.4 A student teacher assigned in non-laboratory schools shall pay an affiliation fee or Related Learning Experience fee of Five Hundred Pesos (P500.00) over and above the regular school fees to the University cashier. Of this amount, 70% shall go to the cooperating teacher, 15% to the cooperating principal, and the remaining 15%, to the Principal/District Supervisor.
- 6.4.3.5 In addition to the orientation and regular weekly conferences, student teachers are also required to attend pre-service trainings, such as seminars/workshops that may be organized by the Professional Subjects Department.

6.4.3.6 A Teaching Internship Fee (TIF) of Five Hundred Pesos (P500.00) shall be paid by student teachers to augment funds for traveling expenses and maintenance of vehicles during deployment, monitoring, and supervision.

6.4.4 Teaching Internship Supervisors shall be guided by the following provisions:

6.4.4.1 Being assigned a maximum of 25 student teachers is considered as one teaching load for a Teaching Internship Supervisor. Hence, being assigned to take charge of 50 student teachers shall be counted as two teaching loads.

6.4.4.2 Teaching Internship Supervisors are required to submit their itinerary of observation/supervision to their immediate supervisors/superiors.

6.5 On-the-Job Training (OJT)

6.5.1 **Admission Requirements.** Students, to qualify for the supervised Industrial Training I and II, must comply with the following:

6.5.1.1 Have attended the Industrial Orientation Program;

6.5.1.2 Met institutional academic requirements with documents (class cards, forms);

6.5.1.3 Submitted an evaluation form duly signed by the College Registrar 15 days before the trainees' OJT deployment;

6.5.1.4 Completed OJT I as a pre-requisite for OJT II;

6.5.1.5 Passed the entrance test and the interview as prescribed by the company where they are deployed for OJT; and

6.5.1.6 For Technology trainees, must have passed the Third Class Skills Certificate Test.

6.5.2 **Deployment of Student Trainees.** The Department Chair and OJT Coordinators shall supervise the OJT.

6.5.2.1 Student trainees must not leave or transfer from assigned station without prior notice and approval by the OJT Coordinator.

6.5.2.2 Student trainees who may be involved in unpleasant incidents in the company where they are deployed shall be subjected to disciplinary action.

6.5.2.3 OJT trainees are required to augment funds for traveling expenses and maintenance of vehicles during deployment, monitoring, and supervision of students on OJT. All programs with OJT courses shall have OJT fees per semester depending on the location as follows:

	OJT FEE	
Local	PHP	500.00
National	PHP	1,000.00
International	USD	100.00

6.5.3 Student trainees must comply with the following before graduation:

6.5.3.1 Submission of a Certificate of Training with the prescribed number of hours reflected in the daily time record and work booklet, duly signed by the direct supervisor of the company;

6.5.3.2 Submission of a narrative report following the format prescribed by the college; and

6.5.3.3 Completion of the required number of training hours as prescribed by the program curriculum. Student trainees who fail to complete the required number of training hours shall be disqualified from graduation.

6.6 Graduate Thesis/Dissertation

6.6.1 A Master's degree student shall request for the constitution of a Thesis Committee in the second term of his/her graduate studies. The Thesis Committee shall be composed of at least four members. One member from the major field shall act as the Adviser and the others, as members of the Thesis Committee.

6.6.2 A Doctorate degree student shall request for the constitution of a Dissertation Committee in the second term of his/her graduate studies. The Dissertation Committee shall be composed of at least five. One member from the major field shall act as the Adviser and the others, as members of the Dissertation Committee.

6.6.3 The student shall prepare the thesis/dissertation outline under the supervision of the Adviser. The outline shall be reviewed by the Thesis/Dissertation Committee before the student can apply for and schedule for defense.

6.6.4 The student shall defend the thesis/dissertation outline before the Thesis/Dissertation Committee, the Dean, and two other panelists who may be invited by the Dean.

6.6.5 The thesis/dissertation shall be conducted under the supervision of the Adviser and only after the student has satisfied the following conditions:

6.6.5.1 Passed the oral and/or written comprehensive examinations;

6.6.5.2 Successfully defended the thesis/dissertation outline and submitted its final manuscript; and

6.6.5.3 Enrolled three units of Thesis Writing for the Master's degree and six units of Dissertation Writing for the Doctorate degree.

6.6.6 The student shall defend the thesis/dissertation before the panelists who served as examiners of the thesis/dissertation outline. The defense shall only be allowed after the Thesis/Dissertation Committee has reviewed the manuscript.

6.6.7 A student who has passed the oral defense shall submit seven bound copies, a soft copy, and journalized version of the manuscript to the Dean of the College.

7.0 National Service Training Program

7.1 NSTP refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of the three program components specifically designed to enhance the youth's active contributions to the general welfare.

7.2 All students are required to complete one NSTP component of their choice. The NSTP shall have the following components which the students can choose from:

7.2.1 Reserved Officers' Training Corps (ROTC)

7.2.2 Literacy Training Service (LTS)

7.2.3 Civic Welfare Training Service (CWTS)

7.3 Each of the NSTP components shall be undertaken for an academic period of two semesters. It shall be credited for three units per semester, for 54 to 90 training hours per semester.

7.4 No fee shall be collected for any of the NSTP components except the basic tuition fees which should not be more than fifty percent (50%) of the charges of the University per academic unit.

8.0 Graduation

8.1 Graduation Requirements

- 8.1.1 As early as the end of the student's junior year, the adviser/College Registrar shall make evaluation of the student's deficiencies.
- 8.1.2 Graduation of a student shall be covered by the following:
 - 8.1.2.1 A student shall be recommended for graduation only after he/she shall have satisfied all academic and other requirements for graduation prescribed in his/her curriculum;
 - 8.1.2.2 A candidate for graduation shall apply for graduation upon enrolment;
 - 8.1.2.3 The University Registrar, in consultation with the respective Deans, shall check the academic records of each candidate with the view to ascertain whether any candidate has any deficiency to make up for and whether he/she has fulfilled all the requirements, which would qualify him/her to be a candidate for graduation;
 - 8.1.2.4 All candidates for graduation shall fulfill all requirements for graduation not later than one week before the Campus Academic Council meets to act on the candidates for graduation. Those who shall fail to comply with the said requirements within the deadline set thereon shall not be included in the list to be recommended for graduation;
 - 8.1.2.5 At least two days before the University Academic Council Meeting, the Registrar's Office shall publish and issue each member of the Academic Council a complete list of duly qualified candidates for graduation for the particular term; and
 - 8.1.2.6 No student shall be graduated from the University unless he shall have completed at least two years or at least 50% of the total academic credit hours required in the curriculum for residence work which may, however, be extended to a longer period after evaluation of his pertinent records. The two-year residence work herein referred to shall be the duration of time immediately prior to graduation.

8.2 Graduation with Honors

8.2.1 **Graduation with Honors for College Students.** Graduation with honors among undergraduate students shall be governed by the following rules:

8.2.1.1 Students who complete their course with the following GPA shall graduate with honors, provided that they finish their program within the prescribed number of years:

Summa cum laude 1.00 to 1.20, with no grade lower than 2.00 in any subject

Magna cum laude 1.21 to 1.45, with no grade lower than 2.50 in any subject

Cum laude 1.46 to 1.75, with no grade lower than 2.75 in any subject

8.2.1.2 Any transferee who has taken at least 50% of the total units prescribed in the curriculum can be qualified to graduate with honors.

8.2.1.3 In the computation of the final GPA of students who are candidates for graduation with honors, only credits and units earned in the academic subjects prescribed in the curriculum shall be included. Grade in Physical Education shall also be included in the computation while grades in NSTP, Social Orientation, Foreign Language, and Board Review shall be excluded.

8.2.1.4 In the computation of the GPA for academic honors, the following system shall be used:

8.2.1.4.1 Average grade shall be computed in four significant figures, which shall finally be rounded off to two decimal places (three significant figures).

8.2.1.4.2 In rounding off numbers, the following shall be observed:

- 1) If the fourth significant figure (third decimal number) is less than five, the first three significant figures shall be retained;
- 2) If the fourth significant figure is five or more, the third (the second decimal number) significant figure shall be increased by one; and
- 3) This will be followed in the computation of grades for purposes of scholarship, University scholarships, and applications for grants-in-aid privileges.

8.2.1.5 Must not have been charged and found guilty of any gross violation of existing University rules and regulations.

8.2.2 Graduation with Honors in the Graduate Program. Academic degrees with honors are awarded to graduating students who earned their respective degrees based on the following grounds:

8.2.2.1 Must complete their course with the following GPA, provided that they finish their program within the prescribed number of years:

Honors	Grade Point Average
<i>With High Distinction (Meritissimus)</i>	<i>1.00 – 1.125, with no grade lower than 1.25 in any subject prescribed in the curriculum</i>
<i>With Distinction (Meritimus)</i>	<i>1.126 – 1.25, with no grade lower than 1.50 in any subject prescribed in the curriculum</i>

8.2.2.2 Must not have incurred a grade below 1.50 in any area (core, major, and cognate) in the Comprehensive Examination;

8.2.2.3 Must have defended their theses/dissertation with a rating not lower than 95%; and

8.2.2.4 Must not have been charged and found guilty of any gross violation of existing University rules and regulations.

8.3 Graduation in Absentia

8.3.1 Graduation in Absentia may be allowed only on special meritorious cases, i.e., serious illness, travel abroad (extended OJT), or other valid reasons as may be considered and permitted by the College Dean and approved by the Campus Administrator.

8.3.2 An application fee of P500.00 for Graduation in Absentia must be paid and duly noted by the College Dean at least a day before graduation. As a rule, graduating students who failed to join the Commencement Exercises without permission to graduate in absentia shall be considered for graduation in the succeeding Commencement Exercises.

8.3.3 The transcript of records of a graduating student who failed to join the Commencement Exercises or who have not secured permission to graduate in absentia shall bear the completion of the requirements of the degree sought but not graduated until he is able to join the succeeding Commencement Exercises.

8.4 Baccalaureate Services and Commencement Exercises

8.4.1 Baccalaureate services and Commencement Exercises for all graduating students of the University, including those who are to receive titles and certificates below the Bachelor's degree, shall be held on a date fixed in the University Calendar.

- 8.4.2 All graduating students shall attend baccalaureate services and Commencement Exercises as scheduled unless the Registrar, in concurrence with the College Dean concerned, recommends the graduation of a student in absentia on grounds of sickness or other equally serious reasons which shall be supported with a strong evidence; provided, that the student has met all the requirements including payment of all necessary fees, including payment of P500.00 for graduation in absentia.
- 8.4.3 Any graduating student who absents himself from the baccalaureate services and Commencement Exercises without being excused shall not be awarded his diploma or certificate until such time when he shall have attended the next regular baccalaureate services and Commencement Exercises. Provided, however, that his transcript of records may be issued when it is legally required for the taking of any examination to be given by a government before the next Commencement Exercises and baccalaureate exercises.

8.5 Diploma and Transcript of Records

- 8.5.1 The diploma shall bear only one date which shall be the date of graduation. Graduates shall obtain their diplomas or certificates and transcripts of records from the Office of the Registrar; provided, that they comply with the provisions on attendance; provided further, that they present their respective receipts of payment of their graduation fees and their respective student clearances.

8.6 Academic Attire

- 8.6.1 Candidates for graduation with degrees or titles and certificates, as well as members of the academic staff and the University key officials, shall be required to wear the academic attire during the baccalaureate service, Commencement Exercises and other related occasions.

OMNIBUS ACADEMIC CODE

PART II

FACULTY MANUAL

Part 2: Faculty Manual**FOREWORD**

The Nueva Vizcaya State University Faculty Manual of Operations was developed from the original 2006 Academic Policies, Board of Regents resolutions pertaining to faculty members, policies from the Philippine Association of State Universities and Colleges and relevant Commission on Higher Education memoranda, and after a series of consultation with other policy makers and sectors that would be directly or indirectly affected by its provisions, as well as implementers and administrators.

Other sources of this Manual include the previously approved Unified Merit System of the NVSU, which was crafted by a committee created by the first President of NVSU, Dr. Marilou G. Abon, in 2008, with Dr. Loreta Vivian R. Galima as Chair and Dr. Teresita G. Ranjo as co-Chair, who were then the Deans of the Bayombong and Bambang campuses, respectively. Dr. Rustico B. Santos, who was the DOST Regional Director and a member of the Board of Regents, served as consultant for the Merit Promotion Plan, which eventually became the Unified Merit System for Faculty Members of the NVSU, after it was presented in a public forum and later duly approved by the BOR a year later. Dr. Divinagracia M. de Guzman, who was then the Chief Administrative Officer, and her staff served as the Secretariat of the project.

The Committee on Policy Review and Development that was originally created by Dr. Florentina S. Dumlao at the start of the fourth quarter of 2015 was tasked to review all academic policies and to check if these were compatible with new legislation, and if these were responsive to new developments in the academe. The task originally began in the main campus, with the Campus Administrator and the coordinators and deans. Later in July 2016, Dr. Andres Z. Taguam elevated the activity into a university-wide engagement, as he appointed the Bayombong Campus Administrator as OIC-Vice President for Academic Affairs. All the Directors of the Office of the VPAA and the staff began to work together with all deans and coordinators of Instruction and Curriculum Development, Coordinators for Admission, Coordinators of Research, Coordinators of Graduate Programs, NSTP Coordinators and Coordinators of Student Affairs.

Henceforth, the project was divided into three parts; (1) Academic Policies, from admission to graduation, (2) Faculty Manual of Operations, or simply Faculty Manual, from recruitment to retirement and (3) Student Handbook, from admission to graduation.

This volume, therefore, is the second part of the Omnibus Academic Code of the NVSU. It is hoped that faculty members of this university will be guided by this manual from the time they are recruited as faculty members, well into retirement, that they may know their duties and responsibilities, as well as their rights and privileges.

The Policy Review and Development Committee

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1.0 The University Mandate and Vision

The mandate of the Nueva Vizcaya State University is defined in Section 2 of RA 9272:

Sec. 2. General Mandate – The University shall primarily provide advanced instruction and professional training in agriculture, arts, science, technology, education and other related fields. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

In fulfilling its mandate, the University shall vigorously pursue its vision of a premier university in a global community.

2.0 Governance and Administration

The highest governing body of the university is the Board of Regents (RA 9272, Section 5).

The NVSU is composed of the Bayombong campus, formerly Nueva Vizcaya State Institute of Technology (NVSIT), which was established in 1916 and the Bambang campus, formerly the Nueva Vizcaya State Polytechnic College (NVSPC), which was established in 1946. All of the properties of the former NVSIT and NVSPC have become properties of the NVSU, except for those that were turned over to the Department of Education prior to the amalgamation of the two entities in 2004. As provided by Section 1 of RA 9272, the Bayombong Campus is the main campus.

2.1 The Board of Regents (BOR)

The NVSU BOR is composed of the following:

- The Chair of the Commission on Higher Education, as BOR Chair
- The President of the NVSU, as BOR Vice-Chair
- The Chair of the Senate Committee on Education, Member
- The Chair of the House Committee on Education, Member
- The Regional Director of the National Economic and Development Authority (NEDA), member
- The Regional Director of the Department of Science and Technology (DOST), member
- The president of the federation of faculty associations of the University, member
- The president of the federation of student councils of the University, member
- The president of the federation of alumni associations of the University, member; and
- Two (2) prominent citizens who have distinguished themselves in their profession or fields of specialization in the University, members.

2.2 The Organizational Management Structure (OMS)

[approved during the 57th BOR meeting on October 16, 2018]

3.0 The Faculty

The body of higher and advanced education teaching personnel occupying closed career positions constitute the faculty of each college, institute or school within the university. The classification of ranks and sub-ranks shall be in accordance with Philippine Association of State Universities and Colleges (PASUC) Common Criteria for Evaluation (CCE) of faculty members and National Budget Circular 461 and with policies that may be prescribed from time to time.

There are two types of faculty members in the university:

- (1) **Regular or Full-time** faculty members, or those who occupy permanent plantilla positions who render an equivalent of forty hours of work a week. The 40 hours may consist of academic full load of actual teaching hours plus quasi-teaching, administrative duties (consultation, preparation of lessons, checking of test papers, research and extension services), the total of which is 40 hours of work a week.
- (2) **Non-regular or Part-time** faculty members, or those who are hired through a **contract of service (COS)** or a **job order**, whose work is part time, and do not occupy a plantilla position.

3.1. Regular or Full Time Faculty Members

The regular members of the teaching staff includes the following: instructors, Assistant Professors, Associate Professors and Professors.

Should there be plantilla positions for Research/Extension faculty, said positions shall be considered as part of the faculty, and be assigned at least one teaching assignment, as needed or required by the college where their fields of expertise are needed.

The following are positions or ranks of faculty members of the university:

Faculty Rank	Sub-rank
<i>Instructor</i>	<i>I—III</i>
<i>Assistant Professor</i>	<i>I—IV</i>
<i>Associate Professor</i>	<i>I—V</i>
<i>Professor</i>	<i>I—VI</i>
<i>College Professor</i>	
<i>University Professor</i>	

The classification of ranks and sub-ranks shall be in accordance with PASUC Common Criteria for Evaluation (CCE) and National Budget Circular 461, and with policies that may be prescribed from time to time.

3.2 Non-regular or Part-Time Faculty Members

The non-regular or part time faculty members are classified as:

- Emergency Instructors or Contract of Service Instructors
- Visiting Professor, which is a designation given to a faculty member of another academic institution who will teach in the university. The terms and conditions set in the Memorandum of Agreement/Understanding (MOA/MOU) or the terms of the invitation made by the official representatives of the university shall govern the rules pertaining to compensation, appointment or deliverables.
- Exchange Professor is a designation given to a professor of another university with approximately equal rank as an Associate Professor in the NVSU system.

4.0 Recruitment, Selection and Promotion

The NVSU through its Board of Regents, shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members who shall be submitted to the CSC for attestation.

The established NVSU policies and procedures shall be in accordance with Civil Service Commission (CSC) policies and procedures.

4.1 Policies

- 4.1.1 Recruitment for plantilla positions shall be limited to those who meet the minimum requirements prescribed for the rank.
- 4.1.2 Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the NVSU.

In conformity to Section 26 (c) of the ORA-OHRA 2017, the position for faculty and academic staff of state/local colleges and universities, and scientific and technical positions in scientific and research institutions with established merit systems are exempt from the publication and posting requirements.

- 4.1.3 If a faculty member is appointed as SUC President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank. Likewise, if a faculty member is appointed as Campus Administrator or Vice President, under similar circumstances (where said positions become plantilla positions) the same rule applies.
- 4.1.4 Faculty members who shall be designated as Deans, Directors, Vice-Presidents and members of the Executive Committee shall undergo a selection process duly defined by the Faculty Human Resource Merit Promotion and Selection Board

(FHRMPSB), which shall be the basis for the approval of the Board of Regents, upon the recommendation of the President. All designations from the Deans to the Vice-Presidents shall follow the policies and procedures pertaining to significant positions in the operations of the four-fold functions of the university. Presidential Assistants and designations that are co-terminus with the President's term are not required to undergo this process.

4.1.5 The statuses of appointment for the members of the faculty are the following:

- 4.1.5.1 **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period. The NVSU, through its Board of Regents, shall determine the probationary period for original appointment in each rank.

The probationary period may be from six (6) months to two (2) years, which shall be approved by the NVSU Board of Regents.

- 4.1.5.2 **Temporary** appointment shall be issued to a person who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one school year.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified applicants.

A 30-day written notice signed by the University President shall be given to the temporary appointee prior to termination of service/removal or replacement, in case the appointment has not yet expired.

- 4.1.5.3 A **contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The University President shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

- 4.1.5.4 A **part-time** appointment may be issued to a regular plantilla with appropriate specialization on a contract of service or job order basis. The rate shall be in accordance with CCE points of NBC 461.

Part-time teaching covered by a contract of service or a job order does not give rise to employer-employee relationship between the NVSU and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

5.0 Promotion

There are two legitimate and accepted means by which a faculty member may be promoted: (1) **through NBC 461** or (2) through **Institutional Promotion**.

The **NBC 461** is governed by the rules and guidelines set by the PASUC, and its own instrument of evaluation.

- 5.1. The **Institutional Promotion** shall be governed by rules and provisions agreed upon by the Faculty Human Resource Merit Promotion and Selection Board and the following policies:

- 5.1.1 A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training and scholarship grants) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
- 5.1.2 In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
- 5.1.3 The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
- 5.1.4 Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 5.1.5 Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion: (for NBC 461), in conformity to the Rule IX Section 98 of the Civil Service System ORA-OHRA 2017. The three-salary grade limitation shall apply only to promotion within the University, or through Institutional Promotion.
- 5.1.6 A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two rating periods immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

5.2 Automatic Promotion

A faculty member who earns advanced education degree from the national university (University of the Philippines) or other reputable international institutions (duly recognized by the CHED and the BOR) and in the process contribute to SUC Levelling shall be given automatic horizontal promotion by one step (for Master's Level) or two steps (for Ph.D.). The promotion shall take effect upon reinstatement to duty provided all pertinent documents required by the HRMO and the DBM are submitted.

6.0 Career Personnel Development

The NVSU shall develop a career and personnel development program for faculty members which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counselling, mentoring and other human resource development interventions.

The career and personnel development program shall form part of the NVSU merit system.

6.1 Human Resource Development Interventions

To achieve the main objective of the NVSU personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

Policies

- 6.1.1 The NVSU shall develop and implement a continuing program of training and development for its faculty members.
- 6.1.2 The NVSU shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.
- 6.1.3 Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
- 6.1.4 Preference shall be given to candidates with permanent appointment.

6.1.5 The SUC may adopt other human resource development interventions such as the following:

- (1) **Counseling** – entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may be either personal or work related.
- (2) **Mentoring** – a mechanism that guides a faculty member of the inner network of the SUC, which may assist him/her in career advancement. It involves a manager's investment on a high potential faculty member, providing an objective assessment of one's strengths and weaknesses and ensuring opportunities to address the issue. This mechanism allows the faculty member to clarify "ambiguous" expectations of the SUC and facilitates career growth.
- (3) **Job Rotation** – the sequential or reciprocal movement of a faculty member from one office to another or from one division to another within the same SUC as a means for developing and enhancing his/her potentials in an organization by being exposed to the various functions of the SUC.

The duration of the job rotation shall be within the period prescribed by the SUC head but shall not exceed twelve (12) months.

In the implementation of career and personnel development, the revised Faculty and Staff Development Program (FSDP) Guidelines shall be followed. Said guidelines may be amended when necessary.

7.0 Duties and Responsibilities of Faculty Members

Faculty members of the university are academic personnel who integrate teaching, research, extension, and may contribute to production, all of which embody the four-fold functions of the university.

7.1 Working Hours

Full-time faculty members of the university shall render a minimum of 40 hours per week, to include actual teaching load (21 units), other activities related to teaching (maximum of 12 hours) and 10 hours of consultation. Other activities related to teaching such as checking papers, preparation of lessons or lectures, or research and extension may be performed outside the campus provided such activities are declared at the start of the semester and duly authorized by the Vice President for Academic Affairs, upon the recommendation of the Campus Administrators, through channels. For research and extension activities, the authority to conduct these may be given by the Vice President for Research, Extension and

Business for Development (VPREBD), duly noted by the Campus Administrator and the Vice President for Academic Affairs (VPAA).

- 7.1.1 The NVSU shall prescribe its own rules and regulations governing, working hours and attendance of its faculty members. The recommendation as to the desired changes, if necessary and justifiable, may be made by the Council of Deans and Coordinators under the Campus Administrator.
- 7.1.2 It shall be the duty of the College Dean in the NVSU to require all members of the faculty under him/her to strictly observe the prescribed rules and regulations approved by the Board of Regents regarding working office hours, which may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week, and research and extension services.
- 7.1.3 When each College Dean, in the exercise of his/her discretion, allows members of the faculty to leave the office during office hours not for official business, but to attend social events/functions and/or wakes/interments, the same shall be reflected in their daily time record and charged against their leave credits. A pass slip is required for these activities only. Activities not covered by this provision do not require Pass Slips.
- 7.1.4 Each head of department in the NVSU shall require a daily record of attendance of all the faculty members under him/her to be kept on the proper form or any existing and recording and monitoring device. The head of department or the NVSU governing board has the prerogative to decide on the proper form of monitoring the daily record of attendance of all faculty members, and what type of monitoring device to require.
- 7.1.5 When the interest of public service so requires, the daily hours of work of faculty members may be extended by the head of the department concerned, which extension shall be fixed in accordance with the nature of the work: *Provided*, that work in excess of eight (8) hours must be properly compensated.
- 7.1.6 Teachers who choose to render the remaining two hours of work outside the school premises must not be subjected to salary deductions, provided their immediate supervisor certifies that actual teaching per day had been duly rendered by the teacher.

7.2 Part-time Teaching

Working hours of part-time teaching staff shall be as follow:

- 7.2.1 Part-time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day provided the needs of the NVSU are served.

- 7.2.2 The College Dean may, with the approval of the President of the SUC and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20-hour work week requirement provided that continuous service is available to the NVSU at all times during the week.
- 7.2.3 Part-time teaching staff may not be required to use the MAK System or other similar recording and monitoring device. However, they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.
- 7.2.4 The NVSU shall establish a mechanism of accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

7.3 Flexi-time Schedule

Regular working time as per CSC rules is 8:00 am – 12:00 pm, 1:00 pm – 5:00 pm or 7:30 am – 11:30 am, 1:00 pm – 5:00 pm, as per NVSU tradition.

However, Campus Administrators may allow flexible working hours for faculty members in the performance of their four-fold functions of instruction, research, extension and production, provided that the prescribed forty hours of work per week shall be strictly implemented, with the understanding that the provision on the option to conduct research or prepare lessons or perform other teaching-related activities outside the school premises be included in the required 40 hours a week.

7.4 The Grant of Service Credits

Requests for service credits may be allowed for the following reasons.

- 7.4.1 Extra services rendered by faculty members on Teacher's Leave during enrollment, not to exceed three days, or the duration of the enrollment.
- 7.4.2 Final preparations for Accreditation Survey Visits, two weeks before the actual date of accreditation, not to exceed 40 hours per accreditation visit. It is expected that those in charge of accreditation who are given equivalent load credits should render their duties for accreditation. All academic personnel should adopt the attitude of excellence every day and in all activities follow the dictum: "*Every day is accreditation day.*"
- 7.4.3 **Completed research work where the faculty member did not receive honoraria or load credits.** This is only applicable to research work that are declared every semester, with no load credits. The completed research work should be duly certified by the VPREBD and concurred by the VPAA, who shall recommend the grant of service credits for the approval of the President.

- 7.4.4 **Meritorious academic activities other than actual teaching.** Non-academic activities such as rehearsal for graduation, clerical services rendered by faculty members and activities that do not yield outputs in the furtherance of excellence are not qualified for service credits. Choir Directors and coaches for cultural activities may be given service credits for final rehearsals provided said activities were not given load credits or monetary rewards.

7.5 Required Teaching Load

A normal teaching load of 21 units, to include equivalent teaching load for major academic designations is required per semester, provided that no member of the faculty shall teach less than six (6) units per semester.

7.5.1 Classification of Faculty Members

- 7.5.1.1 Faculty members are classified on *Teacher's Leave* (TL) when their main task is purely teaching, and may handle designations, whose services may not be needed during midyear term.
- 7.5.1.2 Faculty members are classified on *Vacation Sick Leave* (VSL) when he/she handles a major designation issued by the university president and those whose services are necessary during the midyear term and any time during the academic year.

7.5.2 Normal Actual Teaching and Equivalent Load

- 7.5.2.1 A faculty member must carry a weekly regular load termed as *normal actual teaching load and equivalent load (NATEL)*. The NATEL can be computed from either pure actual teaching assignments or the aggregate of actual teaching assignments and equivalent teaching load due to designations.
- 7.5.2.2 Designations classified on VSL with the highest equivalent load shall be considered as part of NATEL.
- 7.5.2.3 In no case shall NATEL be computed based on administrative designations alone.
- 7.5.2.4 NATEL for all faculty members shall be 21 units.
- 7.5.2.5 Any load in excess of the NATEL shall be considered compensatory overload.
- 7.5.2.6 Thesis/Dissertation advising or membership in Thesis/Dissertation Committees shall not be given any teaching load credit, if honoraria for such academic activities are paid. For the undergraduate level where honoraria for such activities are not paid, the equivalent load is 0.5 unit for every advisee, not to

exceed 2 units. For membership, the equivalent point is 0.25 unit per student, not to exceed 1.5 units.

[Specific rules pertaining to Load Credits are embodied in the Implementing Rules and Guidelines pertaining to Faculty Workload]

7.5.2.7 Change of class size or schedule by a faculty member may only be made after notifying the Dean, but **NO** class may be divided for the following reasons:

- To suit the personal convenience of the faculty member
- To enable the faculty member to complete teaching load requirements or for overload pay.

7.5.2.8 No faculty member shall change the officially approved class schedule in any unscheduled room or place without prior approval of the Campus Administrator, as endorsed by the Dean and the Department Chair.

7.5.2.9 Examination may be given only during the officially designated time schedule, unless approved by the Campus Administrator and the Admissions Coordinator is duly notified.

7.5.2.10 Faculty members are required to keep records for five years after teaching the course and surrender these to the Department Chair.

7.6 Submission of Grades

7.6.1 Faculty members are given ten (10) working days after the last day of final examinations to submit their grades for each section.

7.6.1.1 Faculty members who fail to submit Report of Grades on time should be reported to the Office of the Campus Administrator, who in turn submits reports to the VPAA. Said failure should be entered in the personnel records of the faculty member, and used by the VPAA as PMT in the evaluation of the Individual Performance Commitment Rating (IPCR) of every faculty member.

7.6.1.2 Upon the recommendation of the Campus Administrator and the approval of the VPAA, a faculty member, who without justifiable cause, fails to submit the Report of Grades on time, shall be liable to the following penalties:

- (1) First Offense – Warning
- (2) Second Offense – Reprimand

(3) Third Offense – Fine of PHP 100.00 per class per day for every day of delay

(4) Fourth Offense – Suspension without pay for a period not more than one month

7.6.1.3 The procedures to be followed shall be specified in the Implementing Guidelines for late submission of grades which shall normally consist of

(1) Notification of the deadline

(2) Request for explanation from erring faculty members

(3) Report of Delinquency

(4) Issuance of order imposing the appropriate penalty (Warning, Reprimand, Fine and Suspension)

7.6.2 For Graduate Program faculty, grading sheets are required and should be checked by the Deans before they can collect honoraria.

7.7 Commencement Exercises

All faculty members of the university, whether on TL or VSL, are required to attend the Commencement Exercises. They shall wear the official academic regalia of the university where they earned their degree.

8.0 Code of Conduct and Ethical Standards of Faculty Members

In the discharge and execution of their duties and responsibilities as faculty members or administrative designees, all faculty members are bound by the provisions of R.A. 6713 or “An Act Establishing A Code Of Conduct And Ethical Standards For Public Officials And Employees” and by R.A. 3019 or the “Anti-Graft and Corrupt Practices Act.”

8.1 To ensure a highly ethical academic community, an Ethics Committee for the university shall be organized. It shall act as a standing committee, ready to disperse its duties and responsibilities for the entire school year, every year.

8.1.1 Membership

There shall be fifteen (15) faculty members who shall serve as a pool from which three (3) five-member committees may be organized.

8.1.2 The **qualifications** of the members of the Ethics Committee are as follows:

- Full professors with no administrative duties equivalent to 12 units or more

- They must have no pending case nor have they been found guilty of any offense at any time within their career as academic personnel
- They are of proven probity, integrity of character, and have not been involved in any questionable relationships or dubious acts

8.1.3 The **Duties** of the Ethics Committee are as follows:

- (1) Formulation of policies and guidelines on ethical conduct, in conformity with existing laws and policies
- (2) Recommendation on the disposition of cases pertaining to intellectual dishonesty and unethical conduct in the performance of academic duties and activities

The Ethics Committee shall be a part of the Committees under the Office of the Vice President for Academic Affairs, in addition to the Faculty and Staff Development Program and the Faculty Human Resource Merit Promotion and Selection Board.

9.0 Rights and Privileges of Faculty Members

9.1 Academic Freedom

Article XIV Section 5 (2) of the Constitution of the Republic of the Philippines guarantees the enjoyment of academic freedom in all institutions of learning. Therefore, the right of the teacher to teach the subject of specialization according to how he finds it best to teach the subject, to express his/her opinions on public questions for as long as such action will not interfere with his/her sworn duties as faculty member, and for as long as he/she does not seek to directly or indirectly influence students for or against any particular church, individual, religions, sect or interest groups shall be respected. The exercise of academic freedom does not include discussion of controversial topics or issues that are not relevant to the lesson or topic of the course being taught.

9.2 Membership in Organizations and Associations

- 9.2.1 Faculty members are free to join the duly authorized Faculty Organization/Association, and shall be governed by its rules and regulations, and other provisions of its duly-approved Constitution and by-laws.
- 9.2.2 Membership to the Faculty Organization/Association is voluntary.
- 9.2.3 Faculty members may join professional organizations on their own free will, and without extra cost to the university.

- 9.2.4 Attendance in meetings, conferences and symposia organized by professional associations should have the permission of the head of office, upon the recommendation of the immediate supervisor, through the appropriate channels.
- 9.2.5 The rule on equitable distribution of privileges and opportunities must at all times be followed. Hence, attendance to conferences, travels and visits abroad shall be rotated among members of the organization.
- 9.2.6 Self-solicited invitation to conferences, meetings and the like shall not be sponsored by the university. Only those emanating from the Office of the President, as endorsed by the VPAA, shall be considered for funding and support by the university. This rule shall cover the staff who directly or indirectly serve the needs of the faculty.

9.3 Limited Practice of Profession

The privilege of private practice of profession shall be granted to a faculty member, if such practice may improve the efficiency and usefulness of the faculty member to the university. The following guidelines shall govern the grant of this privilege:

- 9.3.1 That there shall be no conflict of interest, and that the practice of profession shall not be inimical to the interests of the university;
- 9.3.2 That the private practice shall be conducted outside office hours;
- 9.3.3 That said practice shall not violate existing laws or university policies. Any violation to conditions stated herein shall be grounds to cancel the privilege.
- 9.3.4 The grant shall only be for one semester, subject to renewal at the discretion of the University President, and upon the recommendation of the immediate supervisor, through the appropriate channels. Request for renewal, however, shall not be processed without a written report of the private practice and how the university may have directly or indirectly benefited from the grant given to the faculty member.

9.4 Honoraria

Professors, instructors, teachers or faculty members of the university may be paid additional compensation when they are required to teach outside regular office hours or beyond the normal load or to render duties that are not part of their regular functions. The following policies obtain in the grant of honoraria to faculty members:

- 9.4.1 For services other than teaching, such as research, the honoraria received shall not exceed 50% of the annual salary of the faculty member.

- 9.4.2 Overload and honoraria for teaching rendered beyond office hours shall not exceed seventy-five (75%) per cent of their basic salary.
- 9.4.3 For faculty members teaching in the graduate programs, honoraria may only be collected after the grading sheets have been submitted, as certified by the Dean. Deans shall submit names of faculty members who have complied with this requirement, to the Cashier's office.

9.5 Renewal of Professional Licenses

All faculty members covered by RA 1080 may be allowed to go on official time to renew their license. The maximum number allowed for this shall be two (2) days, inclusive of travel time.

9.6 Sabbatical Leave

- 9.6.1 A period of leave from work for the purpose of doing research, study, or travel, often with pay and usually granted to professors every seven years is called a sabbatical leave.

A sabbatical leave is a privilege which may be granted to a qualified and deserving member of the faculty in order to advance the frontiers of knowledge through renewal or study, investigation, writing of books or research in the field related to his/her specialization and in consonance with the mission, goals and objectives of the Nueva Vizcaya State University.

9.6.2 Who May Qualify for Sabbatical Leave

- 9.6.2.1 A member of the academic staff with a minimum educational qualification of a Master's degree with at least the rank of Associate Professor who has significantly contributed to the University, in particular, and the country, in general.
- 9.6.2.2 A faculty member who has exhibited special skills in writing, in research, in curriculum design, and other such special skills may be granted the privilege over someone who has not at all exhibited such skills before the leave to insure that the candidate can satisfy the contract.
- 9.6.2.3 A faculty who is a member of the academic staff with a Very Satisfactory (VS) performance for not less than six consecutive years prior to the application for a sabbatical leave.
- 9.6.2.4 That in no case shall the sabbatical leave be granted within two (2) years before the faculty member's compulsory retirement.

- 9.6.2.5 A qualified faculty member who did not enjoy any University scholarship/ grant shall be given priority to enjoy a sabbatical leave over a faculty member who had been granted one.

9.6.3 Requirements

- 9.6.3.1 The faculty applies in writing for a sabbatical leave to the University President through channels not later than two months before the expected start of such leave.
- 9.6.3.2 The Department Chairman, Dean/Director and Vice President for Academic Affairs or Vice President for Research, Development and Extension must recommend the faculty applicant to the University President.
- 9.6.3.3 Applicant must accompany his/her application with a proposed program of work and its details therein; i.e., activities that will be undertaken within a specific time frame and where the leave/leaves shall be spent.
- 9.6.3.4 There is an absolute assurance on the basis of the faculty member's track record that the study, investigation, writing of books, or research in the field related to his/her specialization will be accomplished relative to the University's four functions of Instruction, Research, Extension and Production.
- 9.6.3.5 Upon approval of the Sabbatical Leave Request (SLR) by the Board of Regents, the faculty must submit a Memorandum of Agreement (MOA) duly signed by his/her Counsel with the University and Publisher(s)/ Agencies, if the SLR is to write a book(s), with benefactor if research work is commissioned, and with Sponsor if SLR is a study grant before leaving for such sabbatical leave. No disbursement of funds (salaries, allowances, etc.) should be made prior to the accomplishment of these requirements.
- 9.6.3.6 The grantee must submit a plan of work to the University President after the grant of sabbatical leave by the Board of Regents.

9.6.4 Privileges

- 9.6.4.1 A sabbatical leave may be granted for a period of one year but in no case should it exceed more that eighteen months with full pay effective upon approval by the Board of Regents.
- 9.6.4.2 Full-travel expense shall be borne by the University to and from the destination for a sabbatical leave within the country, i.e. NVSU to destination except when the benefactor(s)/sponsor(s) provide these privileges and the leave is within the country.

9.6.4.3 While on sabbatical leave, the grantee shall be entitled to salary adjustment and all other benefits, if any.

9.6.4.4 The grantee shall be entitled to the retention of housing privilege if his/her family already enjoys the same before the former goes on a sabbatical leave.

9.6.5 Responsibilities Upon Completion of Sabbatical Leave

9.6.5.1 Upon completion of the leave, the grantee must submit, not later than two weeks after reporting for duty, a formal written report of his output to the University President and for notation of the Board of Regents. Copies of the report must be furnished the following:

- a) Human Resource Development Office
- b) Vice President for Academic Affairs or Vice President concerned
- c) College Dean
- d) Human Resource Management Office
- e) Records Office

9.6.5.2 Failure of the grantee to submit the required documents/outputs after the sabbatical leave is a breach of contract; consequently, he/ she will refund all benefits granted by the University, such as salaries, fringe benefits and all other emoluments granted him/her within the period of the sabbatical leave.

9.6.5.3 In case of sickness, a sabbatical leave is charged to sick leave credits with pay or without pay if the faculty has no leave credits and only upon submission of a medical certificate from a government physician. Any portion of the sabbatical leave converted to sick leave shall entitle the grantee to an extension equivalent to the number of months corresponding to the duration of the illness.

9.6.5.4 Through no fault of the faculty on sabbatical leave, if he/she cannot satisfy the expectations as programmed in her plan of work, a committee shall be formed to look into the matter and if found incapable through no fault of his own, he/she shall be freed from all the responsibilities appertaining the sabbatical leave.

10.0 Separation from the Service

Separation from the service of tenured faculty members may take effect upon resignation, termination or removal for cause, and retirement.

10.1 Resignation. Notice of resignation shall be submitted to the President, upon the endorsement of the VPAA through proper channels, sixty (60) days before the intended date for separation from service. In case of resignation due to illness and other meritorious cases, or when it is to the advantage of the university that the resignation must take effect immediately, the 60-day rule shall not apply.

10.2 Termination or removal for cause. Faculty members may be separated from the service for cause, after a thorough investigation of the circumstances for cause, and upon due process is given to the faculty member whose services will be terminated for cause. In case administrative charges are filed against a faculty member, the President may suspend him/her during the pendency of the case.

10.2.1 In case a decision to remove a faculty member for cause is reached after due process, the case may be appealed to the Board of Regents, before the BOR confirms the decision of the President to terminate services of the faculty member.

10.3 Retirements. As per R.A. 660, P.D. 1146, R.A. 8291, the compulsory age for retirement may be availed by the faculty member, thus:

10.3.1 At age 63 – at least 18 years of service, the last 3 of which must be continuous

10.3.2 Age 60-62 – age and service requirements, in accordance with the following:

Age 60 – 24 years of service

Age 61 – 22 years of service

Age 62 – 20 years of service

As in age 63, the last three years of service must be continuous.

10.3.3 Extension of Service

Extension of Service beyond the age of 65 must be made sparingly, only when the services of the faculty member are deemed necessary and to the best interest of the university

10.3.4 Privileges of Retired Faculty Members

- Retired faculty members shall be issued NVSU Retiree ID Card (marked “Retired”) and with the original ID number
- The NVSU Retiree ID Card may be used to avail of library privileges
- Other privileges that may be extended to retirees include:
 - Invitation to major university programs and events.
 - Exemption from registration fees in university-sponsored seminars, workshops and the like.
 - Upon the request of the Dean of the College to which the retiree once belonged, or upon the request of the Director for Research, a retired

faculty member may be appointed to some pending academic project or program

10.3.5 A retired faculty member with the rank of Professor may be appointed Professor Emeritus/Emerita subject to the significance of his/her contribution to the attainment of the vision of the university. Faculty members who have served the university with extraordinary achievements in research, extension, instruction, production or those who have held major administrative positions are to be given priority for the slot, if there are more than one contender for a year.

10.3.5.1 A Professor Emeritus/Emerita may accept a teaching assignment, upon the request of the college to which he/she once belonged, or by any other unit of the university where his/her expertise is needed.

10.3.5.2 The Professor Emeritus/Emerita retains the last rank held at the time of retirement.

10.3.5.3 As in all other universities, the appointment for the title Professor Emeritus/a is for life, whether the Professor Emeritus/Emerita accepts academic duties or opts not to work with the university anymore.

10.3.5.4 A Professor Emeritus/Emerita shall enjoy all the rights and privileges given to all retirees, in addition to the special privileges of the honorific title and appointment.

OMNIBUS ACADEMIC CODE

PART III

STUDENT HANDBOOK

Part 3: Student Handbook**FOREWORD**

The Student Handbook is a complete presentation of all the concerns that refer to the students' involvement in the activities of the Nueva Vizcaya State University. It provides the directions the students have to take to facilitate with ease and purpose their various intentions in relating with the University life.

The Student Handbook serves as a guide to indicate the information the students need on areas of extreme interest to them. Thus, they are provided with the clarity of movement to design and formulate with understanding their University objectives.

So students, welcome, to the Nueva Vizcaya State University. Your stay in the University will mark a most significant imprint in your new status as a participant in the movement and concerns of the Nueva Vizcaya State University.

ANGEL L. GENATO IV
Director, Student Affairs and Services

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DECLARATION OF PRINCIPLES

NVSU recognized the vital role of the youth in nation building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being.

NVSU shall respect the inherent individual and collective rights of student subject to limitations as provided by law, public policy and acceptable customs and traditions

NVSU shall protect and promote the rights to quality education of all students and to take appropriate measures to make such education accessible to all.

All students shall be guaranteed participation and initiative in matters affecting their well-being.

All students shall uphold the academic integrity of NVSU and shall conduct themselves in accordance with established rules and regulations and acceptable norms of society.

STUDENTS RIGHTS AND RESPONSIBILITIES

Rights. The following rights under the Philippines Constitution and the Education Act of 1982 shall be granted every *bona fide* student of NVSU. All students shall be entitled to the rights herein set forth without distinction of sex, social status, religion, political antecedents and other factors.

Student's Rights under the Philippine Constitution:

- a. The right to due process law;
- b. The right to equal protection of the laws;
- c. The right against unreasonable search and seizure and illegal arrest;
- d. The right of privacy communication and correspondence;
- e. The freedom of speech and of expression;
- f. The right to assemble peacefully and petition the lawful authorities for redress of grievances;
- g. The right to free exercise and enjoyment of religious profession and worship;
- h. The right to public information;
- i. The right to form organizations or association;
- j. The right to effective and reasonable participants in matters affecting their welfare and student life;
- k. The right to academic freedom within the limitations as provided by the law;
- l. The right to suffrage;
- m. The right to health;
- n. The right to quality education;
- o. The right to select a profession or course of study subject to fair, reasonable and equitable admission and academic requirements;
- p. The right to a balance and healthful ecology in accord with rhythm and harmony of nature;
- q. All other rights guaranteed under Constitution not mentioned above.

Rights under the Education Act 1982

- a. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to his/her full development as a person with human dignity;
- b. The right to choose freely his/her field of study and to continue his/her course therein up to graduation, except in case of academic deficiency, or violation of disciplinary regulations;
- c. The right to school guidance and counseling services for making decisions and selecting the alternatives of works suited to his/her potentialities;
- d. The right to access his/her own school records, the confidentiality of which the school shall maintain and preserve;
- e. The right to the issuance of official certificates, diploma, transcript of records, transfer credentials and other similar documents within thirty (30) days from request;
- f. The right to publish a student newspaper and similar publications as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;

- g. The right to free expressions or opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the University;
- h. The right to form, establish, join and participate in organizations and societies recognized by the University to foster his/her intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes no contrary to law;
- i. The right to participate in the formulation and development of policies affecting the schools in relation to the locality/region, and nation through representation in the appropriate body/bodies of the school to be determined by the board of regents;
- j. The right to be free from involuntary contributions except those approved by their own organizations or societies.

Responsibilities of Students. Students, regardless of their sex, religion, social status, and political affiliation shall be covered by all obligations as a citizen mandated in the Constitution and those stated under Education Act of 1982 as follows:

- a. To develop patriotism and nationalism, love of humanity, respect for human rights and appreciation to the role of national heroes in the historical development of the country;
- b. To render personal, military or civil service under conditions provided by law;
- c. To understand the rights and accept the duties of citizenship, strengthen his/her ethical and spiritual values, develop moral character and personal discipline, critical and creative thinking;
- d. To exert his/her utmost and to develop his/her potential or service, particularly, by undergoing an education suited to his/her abilities, in order that he may become an asset to his/her family and to society;
- e. To uphold the academic integrity of the University, endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
- f. To promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting effort to attain harmonious relationships with fellow students, the teaching and academic staff, and other University personnel;
- g. To participate actively in civil affairs and in the promotion of the general welfare, particularly in the social, economic, and cultural development of his/her community and in the attainment of a just, compassionate and orderly society;
- h. To exercise his/her rights in a manner that they do not infringe on public welfare and the rights of others;
- i. Strive to lead an upright, virtuous and useful life; and study conscientiously and endeavor to achieve academic performance they are capable of;
- j. Uphold the basic principles and ideals of the University and contribute to attain its objectives;
- k. promote and maintain peace and order in the University by complying with its rules and regulations and developing harmonious relationship with fellow students, faculty members and administrative/facilitative staff;
- l. To love, respect, and obey his/her parents, and cooperate with them to maintain the family solidarity;

- m. To respect the customs and traditions of our people, he duly constituted authorities, the aims of our country and the principles of democracy;
- n. To maintain a wholesome environment and protect the same; and
- o. To help in the observance and exercise of individual and societal rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace.

1.0 Student Welfare Programs and Services

Coverage. NVSU promotes the welfare of the students which is vital to their holistic development. Student welfare services are basic services and programs needed to ensure and promote the well-being of students. As such, the following services shall be offered to the students of the University:

- A. Information and Orientation Services
- B. Guidance and Counseling Services
- C. Career and Job Placement
- D. Economic Enterprise Development
- E. Student Handbook Development
- F. Student Insurance and Mutual Aid Program (SIMAP)
- G. Student Emergency Loan Program (SELP)

1.1 Information and Orientation Services

- 1.1.1 The University produces information materials on institutional vision, mission and goals, core values, academic, rules and regulations, student conduct and discipline, student programs, services, and facilities and such other information necessary for student development and are accessible and available to all students.
- 1.1.2 A regular comprehensive orientation program is held for new and continuing students at the beginning of every semester responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting person with disabilities.
- 1.1.3 Organized, updated, and readily available informational educational, career and personal / social materials affecting students like earthquake preparedness, HIV-AIDS, anti-drug abuse, and others is available in the campus.

1.2 Guidance and Counseling Services

- 1.2.1 The Guidance Services shall provide programs and activities that aims at helping students adjust to college life, to understand themselves better, to improve interpersonal relationship, to make intelligent decisions, and to prepare for a lifelong career. It shall provide information to enable the students to explore occupational areas and identify prospects for employment.
- 1.2.2 Licensed counselors and professional psychologists shall be made available to students. Gender-sensitive individual and group counseling shall be provided by a licensed counselor. The acceptable ratio of counselor to student population is at least 1:1,000. A counseling room shall be provided to ensure the privacy and

confidentiality of counseling sessions. The records and/or counseling notes are maintained and kept confidential.

- 1.2.3 Counseling services refers to the individual and/or group intervention designed to facilitate positive change in subject in student behaviors, feelings, and attitudes. Counseling Service, the heart of the guidance program, aims to help each individual understand himself better, cope with the stresses of life, make sound decisions and life goals, and achieve self-direction. Students are assisted through individual personal counseling, individual career counseling, and group counseling. Residence hall counseling is also provided where the students are visited in their dormitories at specified schedules.
- 1.2.4 Individual, group and career counseling shall be extended to all students. Psychological testing may be used as a tool for career or personal counseling. Appropriate and pro-active intervention programs and strategies may be adopted to ensure that every student's need for guidance and counseling and psycho-social services may be provided in a timely manner.
- 1.2.5 Other salient programs like freshman orientation program, group guidance, learning assistance, and human resource development shall be offered to students in order to enhance personal growth and skill development.
- 1.2.6 The programs of the Guidance and Counseling Unit of the University/Campus shall be open to all students. The Guidance Office shall maintain students' cumulative records which contain relevant information about the student, e.g., family background, test data, disability records, etc. Records shall be appropriate, usable, and regularly updated.
- 1.2.7 Appraisal/Testing should be extended to all students to gather information about the students through the use of psychological tests and non-psychometric devices. There shall be provision for a well-planned assessment program for students with appropriate standardized psychological tests administered, scored, and interpreted by qualified personnel. The test results are interpreted to students, teachers, and concerned individuals, e.g., parents.
- 1.2.8 Psychological testing services shall be extended to all University students. This will provide a comprehensive and integrated picture of the student's personality, attributes, interests, vocational choices, and leadership qualities based on standard measurement. The gathered data from these tests are useful in the analysis of academic failure educational and vocational counseling as an aid in solutions to students' problems.
- 1.2.9 The guidance counselors shall assist incoming freshmen in the proper selection of courses through individual tests interpretations and counseling that focus on careers and academic considerations; the sophomores are likewise assisted in the selection of appropriate majors/field of specialization.

- 1.2.10 A system of referral shall be available to coordinate with multi-disciplinary team of specialists to ensure that special needs of students are met.
- 1.2.11 The Guidance Office may refer the students to outside agencies to address special needs of the students.

1.3 Career and Job Placement Services

- 1.3.1 Career and Job Placement Services refer to the assistance provided for vocational and occupational fitness and employment.
- 1.3.2 The University shall institute valid appraisal data of students for career and job placement. They shall have continuous follow-up and monitoring of students' placement conducted on regular basis. The Job Placement and Employment Assistance Unit shall provide information regarding job opportunities and employment trends, job referrals and recommendations to companies, tips on job hunting, part time jobs, and career employments to the graduates through the information bulletin and online resources.
- 1.3.3 It shall maintain active networking with school, community, alumni, and other relevant agencies for career and job placement of students. It shall assist NVSU graduates for job placement by bringing together students, graduates, and employers' representatives through the Career Placement Seminar and Job Clinic conducted every semester.
- 1.3.4 Informative materials in accessible formats on career and job opportunities shall be provided and skills development programs shall be made available. Pre-employment seminars and job clinics shall be regularly conducted to train would-be graduates on the rudiments of job hunting such as application letters and résumé writing, and job interviews.
- 1.3.5 There shall be regular career seminars and job placement services available for the students.
- 1.3.6 The Office shall maintain an individual file of all graduates with their personal résumé for easy reference of prospective employers. Linkages with employers both in private and government sectors are maintained through exchange of information, job referrals, and conduct of campus recruitment and job fairs. Companies and agencies are furnished with a list of top ranking graduates for their reference. Graduates are also informed through job-opportunity letters and placement bulletin. The employment status of graduates is surveyed through the placement research and follow-up questionnaire.
- 1.3.7 The students must be informed of the timelines for the concerned HEI's assistance in seeking career and job placement at least until a specified period of time. The

Job Placement and Employment Assistance Unit shall coordinate with the College Deans / OJT Coordinators of the different colleges regarding recruitment.

1.4 Economic Enterprise Development

- 1.4.1 Economic Enterprise Development refers to those services and programs that would cater to the other economic needs of students such as but not limited to 1) student cooperatives; 2) entrepreneurial; 3) income generating projects; and 4) savings.
- 1.4.2 If in case the University opted to organize cooperative, the same must be recognized/registered with the Cooperative Development Agency (CDA) subject to the existing laws and guidelines of the said Agency.
- 1.4.3 The University may establish mechanisms to promote and develop student economic enterprises but not limited to academic activities.

1.5 Student Handbook Development

- 1.5.1 There shall be mechanisms to develop the student handbook and updates be made into accessible formats (such as but not limited to electronic, large print, media, braille, and sign language) for dissemination, information, and guidance of students and University stakeholders.
- 1.5.2 There shall be mechanisms to archive and retrieve previous student handbooks for purposes of improving the same.
- 1.5.3 A representative from the student body must be included in the development and revision of the student handbook.

1.6 Student Insurance and Mutual Aid Program (SIMAP)

- 1.6.1 The SIMAP facilitates immediate financial help to every member of the studentry in case of hospitalization, accident, death, and even basic needs including emergency need for transportation.
- 1.6.2 **Group Insurance.** All students of NVSU are required to ensure in a group insurance plan wherein medical reimbursement is given to students who meet an accident and/or death, and burial benefits to one who died as a result of an accident. *Bona fide* students of the University are *ipso facto* members of the Insurance Roster.
- 1.6.3 **Mutual/Mortuary Aid.** There shall be a mutual mortuary aid program to all students for medical expense reimbursement and mortuary assistance.

1.6.4 **Membership and Effectivity.** The effectivity is good upon admission and full payment of the mutual aid fee, end of the semestral term, and the midyear succeeding the second semester. For High School students, the effectivity is good until the end of the school year.

1.6.5 **Membership Fees**

- a) P65.00 for Tertiary level students
- b) P50.00 for Secondary level students

1.6.6 **Coverage.** All *bona fide* students who have complied with the membership requirements aforementioned shall be provided 24 hours a day coverage within the specified duration.

1.6.7 **Pertinent Supporting Documents**

- a) Death Certificate and affidavit of parents or guardians
- b) Medical Certificate and receipts
- c) Certificate from the University Physician/Nurse and receipts (certification of the former in lieu of the receipts may be accepted upon verification).

1.6.8 **Benefits.** Every member shall enjoy the following benefits:

- a) P12,000.00 – mortuary aid
- b) P5,000.00 – loss of hand, foot and/or sight of one eye
- c) P2,500.00 – loss of one finger or more
 - If two or more of the stated cases occur at one time, only the condition which provides for the highest benefit shall be given due merit.
 - Other injuries/illnesses not stated above which require hospitalization may be granted an amount for medicines not exceeding P5,000.00.
 - An illness or injury which does not need hospitalization may be granted an amount for medicines not exceeding P3,000.00.
 - All the benefits to be awarded shall be recommended by the Campus Supreme Student Council President, the Campus Physician/Nurse, the Mutual Aid Head and the Student Welfare Program and Services Department Chair. All pertinent documents shall be appended to the express

written recommendation to be approved by the Campus Coordinator of SAS.

- Only one claim can be made per semester by members of the Tertiary level and two claims by the Secondary students within the prescribed school year.
- Benefits a), b) and c) shall be paid in full upon compliance with the herein requirements.
- For other benefits, a certain amount for financial assistance shall be extended to the medicines actually spent as supported by official receipts. Other expenses shall not be covered, as this scheme is not an insurance coverage.

1.7 Student Emergency Loan Program (SELP)

- 1.7.1 **Student Emergency Loan Program.** To assist students in their financial needs is the concern of this program. The SELP loans are given to students for their emergency needs.
- 1.7.2 A student can avail of a maximum loan of two thousand pesos (P2,000.00) at a very reasonable interest rate of 10 percent per semester, payable at the end of the semester, particularly during clearance time.
- 1.7.3 The student principal borrower should have two student co-makers of the said loan. In case the principal borrower cannot pay the said loan for obvious reasons, the co-makers are obliged to pay the said loan during clearance time.
- 1.7.4 *Bona fide* student of NVSU can avail of the said loan once per semester, subject to the availability of funds.

2.0 Student Development Programs and Services

Student Development refers to the services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities. These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility which include the following:

- A. Student Organization and Activities
- B. Student Council Organizational Structure
- C. Student Publication

2.1 Student Organizations and Activities

2.1.1 Any group of twenty (20) *bona fide* students of NVSU committed to form a student organization may apply for recognition of such organization at the Office of Student Affairs and Services (SAS). The group-applicant should file its application letter to the Student Organizations Head the following documents:

- List of Officers with their respective student numbers, ID photos, and addresses;
- Duly ratified Constitution and By-Laws;
- Name, course and year, age and address of officers and members;
- Annual Investment Plan (AIP); and
- Name of Faculty Adviser with his/her letter of acceptance, addressed to the Director/Campus Coordinator.

2.1.2 **Constitution and By-Laws.** Each student organization shall have a Constitution and By-Laws (CBL) which shall be reviewed and approved by the Office of Student Affairs and Services. No organization shall be allowed to function without previously approved CBL. Provision in the CBL should not violate any provision of the NVSU Manual of Operations or this Student Handbook.

2.1.3 The period of application for recognition or accreditation of all student organizations shall be announced by the Office of Student Affairs and Services three (3) weeks after the start of the academic year. The recognition of student organizations shall be a recognition for its operation in the University.

2.1.4 A Certificate of Recognition shall be issued by the Office of Student Affairs and Services to each student organization upon full compliance of the requirements herein prescribed; however, such certificate shall be effective for one (1) school year only and will have to be renewed each succeeding year that the organization is in existence.

- 2.1.5 A newly organized student organization shall be placed on a one (1) semester probationary status prior to recognition. During such period, it shall be issued a temporary permit to operate.
- 2.1.6 Any student organization, which does not renew its recognition for a period of one school year, shall be considered inactive and may be given a chance to renew its recognition provided that its recognition for more than one (1) school year shall be considered defunct and has to undergo the application procedure.
- 2.1.7 A recognized student organization shall be entitled to the following privileges:
- Privilege to participate in University activities;
 - Privilege to avail itself of subsidies, if any, from the governing Supreme Student Council or its equivalent;
 - Privilege to carry the name of the University in any activity involving the organization outside the school subject to institutional policies;
 - Free use of University facilities for its operation subject to institutional policies;
 - Opportunity to compete for awards involving student organizations; and
 - Privilege to officially represent the University in outside activities subject to institutional policies.
- 2.1.8 Any student organization which has been granted recognition and which violates its own statement of purpose/constitution is liable to revocation of its certificate of recognition after due process.
- 2.1.9 Any student organizations seeking renewal of recognition are required to file a formal letter of intent to seek renewal of recognition and to submit other documents which may be required by the Office of Student Affairs and Services.
- 2.1.10 Each student organization shall have a maximum of two (2) faculty advisers, whose acceptance of the position of adviser, must be done in writing and filed at the Office of Student Affairs and Services. The term of the faculty adviser is for one (1) academic year and may be renewed. The selection of faculty adviser shall be based on the following qualifications:
- He/she must be full-time faculty member of the University;

- A student organization who wishes to have an adviser who is not a full-time faculty member may be allowed to do so on a case-to-case basis;
- If the organization and curricular program are linked, the adviser should be knowledgeable in that particular field;
- No faculty adviser of recognized student organization shall serve two (2) student organizations at the same time. This is to ensure that he/she will devote his/her service and loyalty to the organization as a faculty adviser.

2.1.11 The faculty adviser/s shall have the following duties and responsibilities:

- Supervises closely all programs and activities of the SO under his/her charge.
- Motivates and encourages SO members to participate actively in campus- and University-wide activities.
- Notifies the SAS Office through the SO Head of the campus before any meetings/activities will be scheduled, re-scheduled, or called off.
- Accompanies strictly and religiously the members of the organization in off-campus activities after permission was granted by parents and higher authorities within the University.
- Help the SO in the preparation of a comprehensive action plan, accomplishment report, and honest to goodness financial statement.
- Keeps the SAS Office informed and updated with all on-going activities, and helps the SO officers in the proper documentation of activities and preparation of communications.
- Be professional in all his/her daily undertakings and should know how to follow protocol.
- Recommends outstanding SO members to join off-campus activities and proposes training programs for prospective leaders.
- Supervises the fiscal management of the organization and serves as signatory in the SO bank account, and should avoid activities leading to malversation of SO funds like keeping the money of the organization and unauthorized disbursement.
- Evaluate the activities of the SO and make recommendations for improvement of the SO for the coming semester/school year.

2.2 Student Council Organizational Structure

- 2.2.1 There shall be Student Council in each campus to be called Northern Campus-Supreme Student Council (NC-SSC) for Bayombong Campus, and Southern Campus-Supreme Student Council (SC-SSC) for Bambang Campus, and one University Supreme Student Council (USSC) for the entire University. The USSC which is a federation of the two-campus Supreme Student Council shall be the highest governing body of the students. The University shall provide an office for each Campus Supreme Student Council.
- 2.2.2 The governance of students shall be provided for in an appropriate organizational structure in the constitution of the student government which shall be implemented by the campus supreme student council. Said constitution must be duly ratified by the student body in each campus in a plebiscite duly called for the purpose and approved by the University President upon the recommendation of the Office of Student Affairs and Services.
- 2.2.3 There shall be a College Student Council in each college which shall serve as the highest governing student body in the college under the umbrella of the Northern/Southern Campus Student Supreme Council.
- 2.2.4 The Office of Student Affairs and Services shall monitor the faithful implementation of the provision of the constitution and by-laws (CBL), and other campus SSC and USSC resolutions formulated after its ratification to safeguard the welfare of the general student body politics.
- 2.2.5 The President of the USSC, and the NC-SSC and SC-SSC shall be the head and chief executive officer of the student government in each campus. During his/her tenure of office, he/she should not hold any elective positions in any political unit of the student body. He/she and other officers, as maybe provided for under the constitution of the student government, shall be elected by direct vote of students, and not by appointment, in the manner so provided in the Constitution and By-Laws.
- 2.2.6 The functions and powers of the Northern/Southern Campus Supreme Student Council and the University Supreme Student Council as stipulated in their CBL should be observed at all times.
- 2.2.7 The term of Student Regent, and the Northern/Southern Campus Supreme Student Council and the University Supreme Student Council officers shall be for one (1) school year beginning the date of their assumption of office.
- 2.2.8 The qualifications and duties of the Northern/Southern Campus Supreme Student Council and the University Supreme Student Council officers are specified in their CBL.

- 2.2.9 The process of appropriation, disbursement, and liquidation of funds of the Northern/Southern Campus Student Supreme Council and the University Supreme Student Council is defined and governed by their respective Constitution and By-Laws.

2.3 Student Publication

- 2.3.1 Student Publication refers to the official publication/organ/journal and such other student oriented print and non- print media of the University and/or college.
- 2.3.2 The University shall support the establishment and implementation of student publication as provided for in RA 7079, otherwise known as “Campus Journalism Act of 1991” and other media forms preferably within the framework of self-management. A mechanism to ensure that the provisions under this Act are complied with.

3.0 NVSU Graduate Programs Policies and Guidelines

General Policies and Directives

3.1 Introduction

The regulations that follow apply to all students who are enrolled in the Graduate programs of the Nueva Vizcaya State University and who, upon admission, agree to abide by these regulations and conduct themselves so as to maintain discipline, uphold order, and preserve the good name of the University as well as to actualize its vision, mission, goals, and objectives.

3.2 Institution of New Programs (Per CMO № 53, s. 2007)

3.2.1 Prerequisite for instituting new programs:

- a. Availability of at least five (5) faculty members with appropriate degrees in the major field of discipline or area of specialization, who have completed their master's degree programs; of the 5 faculty members, two must be Ph.D. holders. All members of the Graduate Program must have published works in professional journals.

For doctoral programs, there shall be at least 5 doctoral degree holders, with published works in referred international professional journals

- b. Availability of laboratory equipment and library resources/instructional facilities adequate for teaching and research at the graduate level.
- c. Availability of potential students/enrollees and placement of graduates of the program as determined by a feasibility study.
- d. Availability of financial support to sustain the program.

3.3 General Policies

3.3.1 Administration of the Graduate Program

3.3.1.1 Admission Requirements

- 3.3.1.1.1 A bachelor's or master's degree relevant to the degree applied for, with a grade point average (GPA) of 2.0 or better for the master's degree, and 1.75 or better for the doctorate degree.

3.3.1.1.2 Academic competence/proficiency shall be determined through the following:

- a. Official transcript of records
- b. Recommendation of two former professors or recognized authorities
- c. Interview with the applicant or other appropriate means
- d. Rating in the Graduate Education Admission Test (GEAT)

3.3.1.1.3 In addition to the above requirements, foreign students are required to submit the following:

- a. Student visa
- b. CHED permit with the alien registration
- c. Alien fee

3.3.1.1.4 Status of Admission

- a. *Regular Status.* Any applicant who has satisfactorily complied with all the requirements of the degree being sought. The student admitted under this category is eligible to enroll the maximum load allowable for the degree.
- b. *Probationary Status.* The following are the conditions for probationary status:
 - 1. An applicant who fails to comply with the basic admission requirements may be admitted on probationary status. The concerned student shall be allowed an academic load of six (6) units for the first term.
 - 2. A student whose academic preparation is not directly related to the degree being pursued may be admitted under this category while in compliance with the provisions on the technical course requirement.
- c. *Audit Status.* Any qualified applicant who, for good reasons, does not wish to work toward any degree and who has special objectives for professional or scholarly work and desires additional course work may be admitted under this category. The student will be rated using the letter grade: P for passed and F for failed. Mere accumulation of graduate course credit under non-credit category cannot be credited towards any graduate

degree and no more than two (2) subjects may be allowed per term. Subjects taken under audit category must be registered as such.

d. *Change of status from probationary to regular*

1. *Requirement:* He/She must obtain a grade point average of 1.75 or better in the first semester in the Graduate program.
2. *Procedure:* He/She must apply for change of status from probationary to regular through the recommendation of his/her adviser.

3.3.1.1.5 Applicant to the Doctorate Program with a Non-Thesis Master's Degree

An applicant to the doctorate program who holds a non-thesis master's degree may be accepted provided he/she must comply a bridging research output towards the Ph.D. program and to be presented before a committee/panel within a period of at least one (1) semester after admission to the Ph.D. program.

3.3.1.1.6 Foreign applicants coming from a non-English speaking country

A foreign applicant from a non-English speaking country must submit a Certificate of English Proficiency (CEP). In the absence of the CEP, the College shall administer the test through a committee to be created by the Dean. If the applicant fails, he may be allowed to enroll only six (6) units during the term plus an intensive English course. He may become a regular student in the subsequent semesters if he gets an average grade of at least 2.00 in all the subjects taken and at least a satisfactory mark in English proficiency test, administered by the College.

3.3.2 Graduate Admission Committee (GAC)

- 3.3.2.1 A Graduate Admission Committee shall be created for each graduate center to determine the admission of applicants and shall be composed of the following members:

<i>Chairman:</i>	Dean
<i>Members:</i>	Department Chair Curriculum Adviser* or Registration Adviser

*Curriculum adviser is not the same as thesis adviser.

3.3.3 Enrolment Procedure

3.3.3.1 For New Students

- a. Submit the following credentials:
 - Authenticated copy of Transcript of Records
 - Two (2) copies of ID pictures (2" x 2")
- b. Accomplish a personal data sheet and application form and a personal interview by the Department Chair or the Dean if necessary.
- c. Secure and accomplish enrolment form from the Graduate Program Registrar.
- d. Seek approval from the Dean.
- e. Have fees assessed by the Graduate Programs Coordinator/Registrar.
- f. Pay fees at the Cashier's Office.
- g. Obtain duly stamped ("Registered") enrollment form and official receipt.

3.3.3.2 For Old Students

- a. Pay old accounts (if any) and present the Official Receipt to the Dean.
- b. Secure Registration Form from the Registrar
- c. Fill up Registration Form
- d. Seek approval from the Department Chair or the Dean
- e. Have fees assessed by the Graduate Programs Coordinator/Registrar.
- f. Pay fees at the Cashier's Office.
- g. Get class cards from the Graduate Program Registrar.

3.3.4 Late Registration

Students registering on a second Saturday of classes for a regular semester and a second day of classes for the midyear term are charged a late registration fee of P100 for the first day and an addition of P50 each day thereafter but not to exceed P500. This is in addition to the regular fees.

3.3.5 Retention

3.3.5.1 Any student pursuing a master's degree program whose grade point average is 2.00 or better is retained in the degree program sought. He/She is allowed to continue the program; provided, however, that he/she does not obtain a grade lower than 2.00 in any subject enrolled. For those on probation seeking regular status, a grade point average not lower than 1.75 is required.

3.3.5.2 Any student pursuing a doctorate degree program whose grade point average is 1.75 or better is retained in the degree sought. He/She is allowed to continue the program; provided, however, that he/she does not obtain a grade lower than 1.75 in any subject enrolled.

3.3.6 Matriculation and Fees

The following is a schedule of fees of the University Graduate Program for both the Bayombong and Bambang Campuses:

Items	Amount (PhP)
A. Regular Fees:	
Doctorate Program	
Admission (New Students)	100.00
Registration Fee	100.00
Tuition (per unit)	300.00
Master's Program	
Admission (New Students)	100.00
Registration Fee	100.00
Tuition (per unit)	200.00
B. Other Fees:	
Medical/Dental Fee	100.00
School Organ Fee NVSU Varsity Courier (Bayombong) The University Gazette (Bambang)	100.00
Graduate Research Journal	200.00
Library	150.00
Library e-Card	50.00
Laboratory Fee	500.00

C. Miscellaneous Fees:	
ID	100.00
Transcript of Records: 1 st Request (per page) 2 nd Request (per page)	50.00 50.00
Authentication Fee	30.00

Comprehensive Examination Fee	
Doctorate Program	700.00
Master's Program	500.00
Proposal Defense/Colloquium*	
Doctorate Program	6,000.00
Master's Program	3,500.00
Final Defense (Oral)	
Doctorate Program	6,000.00
Master's Program	3,500.00

3.3.7 Advisement Fees

The advisement fees are broken down as follows:

Advisement Fees (Breakdown)	(PhP)
Doctorate Program (Dissertation Committee)	
Adviser 1	3, 000.00
Adviser 2 (Critic)	2, 500.00
Panel Chair	2, 500.00
Two (2) panelists including 1 external @ 2,000.00	4, 000.00
Total:	12, 000.00
Master's Program (Thesis Committee)	
Adviser	2,500.00
Panel Chair	2,000.00
Two (2) panelists including 1 external @ 1,500.00 each	3,000.00
Total:	7, 500.00

3.4 Instructional and Promotional Standards

3.4.1 Graduate Advisory Committee (GAC)

3.4.1.1 For both the master's and doctorate degree programs. A GAC shall be organized for each student not later than after a semester's work. The GAC shall come from the professors of the College, and affiliate faculty members from other colleges.

3.4.1.2 The GAC shall be composed of the following:

Master's level	Discipline	Doctorate level
two	Major field	two
one	Foundation / Core	two
one	Cognate	one

A qualified GAC member shall be at least a master's degree holder for the master's degree and doctorate degree holder for the doctorate degree.

3.4.1.3 Each professor is limited to a maximum of ten (10) GAC memberships of *bona fide* students for each semester.

3.4.1.4 The GAC is in charge of monitoring and guiding the concerned graduate student in undertaking all scholastic and research activities related to the program being pursued. This includes the conduct of the qualifying and comprehensive examinations.

3.4.1.5 The GAC shall be responsible for the accreditation of seminars/workshops/trainings attended by the student based on approval of the Dean.

3.4.2 **Thesis / Dissertation Adviser**

3.4.2.1 The student in coordination with the Department Chair shall choose the thesis/dissertation adviser with the approval of the Dean.

3.4.2.2 The thesis / dissertation adviser shall come from the GAC membership.

3.4.2.3 In no case shall a professor be an adviser to more than five (5) *bona fide* students every semester. (Note: this includes all advisees such as those who have not yet graduated in previous semesters. It is assumed that advisees taken per semester are retained every semester until the advisee graduates.)

3.4.2.4 Changes on the composition of the Graduate Advisory Committee shall be with the concurrence of the concerned professor/s duly recommended by the Department Chairman and approval of the Dean.

3.4.2.5 The Dean may opt to assign two other members of the Panel of Examiners from among the Graduate Faculty or from experts outside the University.

3.4.3 **Program of Study**

This is a listing of courses and other requirements to be taken or accomplished by the student to enable him/her to earn the degree being pursued.

3.4.3.1 Before the end of the semester in residence, a graduate student in consultation with his/her adviser, prepares his/her tentative plan of study. No student will be allowed to enroll during his/her second term without submission of the study program duly approved by the Adviser and members.

3.4.3.2 No changes in the plan of study shall be made unless approved by the Dean through the recommendations of the student's adviser and the Department Chair.

Change in the program of study refers to any alteration in the content of the duly approved program of study except the addition of courses and change in the curricular program.

The program of study can be changed no more than three times.

3.4.4 Course Work and Credit (Art. V, S. 11 CMO № 53, s. 2007)

3.4.4.1 The minimum course requirements for the master's degree program is 36 units and the minimum course requirements for the doctorate degree program is 60 units. This includes the thesis (6 units) for the master's degree program and dissertation (12 units) for the doctorate degree program.

3.4.4.2 The maximum load per semester is nine (9) units for part-time students and fifteen (15) units for full time students; nine (9) units in midyear term.

3.4.4.3 Should part of the student's load be made up on "non-credit" or "audit" courses, i.e. undergraduate courses that are not intended for graduate accreditation but which nonetheless are required of a student to cover for deficiencies in his academic preparation, the maximum load one can enroll is twelve (12) units per semester and nine (9) units per midyear term.

3.4.5 Refresher/Audit Courses

3.4.5.1 A student who desires to take refresher courses must indicate the remark "for audit" in the column "unit" in the registration form. He/she must go through the registration procedure as other students and must pay the required fees like regular students. He/She is expected to complete course requirements but does not receive any rating nor earn credits.

3.4.6 Non-Credit Courses

3.4.6.1 A non-credit course is any course taken by a graduate student for graduate credit towards a degree is not allowed either because of the level of the course or because it is a prerequisite for admission for graduation.

3.4.6.2 A student registered for non-credit course must complete all the requirements of the course as though it were taken for credit and the corresponding grade will be given by the professor handling the course.

3.4.7 Study Load and Attendance

3.4.7.1 A maximum of fifteen (15) units every semester and nine (9) units during the midyear term may be allowed for regular, full-time graduate students. Part-time graduate students are allowed to enroll 9 units every semester and 6 units every midyear term.

3.4.7.2 A regular part-time student with a GPA of 1.09 or better may be allowed to enroll twelve (12) and nine (9) units during the regular and midyear terms, respectively.

3.4.7.3 A regular attendance for fifty-four (54) hours per semester/term is required. The students may be dropped from the class for unexcused absences of four (4) meetings.

3.4.8 Time Limit for Graduate Studies

3.4.8.1 A candidate for the master's degree must complete all the requirements within five (5) school years while a candidate for the doctorate degree is required to finish all the requirements within seven (7) school years from the start of the program. This time limit includes all the leaves of absences spent by the concerned student.

3.4.9 Class Size and Course Schedule

3.4.9.1 A lecture-discussion class shall be limited within a minimum of five (5) to a maximum of twenty-five (25) students. Beyond or below this range, approval of the Dean shall be required.

3.4.9.2 The schedule of classes and semester/term offerings shall follow the block system.

3.4.10 Grading / Marking System

3.4.10.1 The academic performance of the student shall be evaluated in accordance with the following grading/marking system

1.00	Outstanding
1.25	Excellent
1.50	Very Good
1.75	Good
2.00	Satisfactory
INC	Incomplete
OD	Officially Dropped
UD	Unofficially Dropped
IP	In Progress (for Thesis/Dissertation Writing)
5.00	Failure

3.4.10.2 A graduate student who gets a grade lower than 2.00 may continue the program; provided, the GPA is 2.00 or better for the master's level and 1.75 or better for the doctorate level.

3.4.10.3 Other symbols used but not included in the computation of the grade point average are:

3.4.10.3.1 **Dropped (D).** A student may be officially dropped or withdrawn from the course after the Midterm Examination.

3.4.10.3.2 **Unofficially Dropped (UD).** A student who failed to attend his/her scheduled classes from the midterm examination up to the final examination.

3.4.10.3.3 **Incomplete (INC).** It means that the students have not completed the major portion of the course work in the satisfactory manner but for reasons judged by the professor to be legitimate, a portion of the course requirements remains to be completed. Completion of the requirements shall be made within one (1) year. Beyond the regulation period, the “INC” shall be marked “Lapsed”.

3.4.10.3.4 **In Progress (IP).** This indicates that the student has shown satisfactory progress in series or sequence of thesis/dissertation requirements where the grade is not given until the sequence of courses is completed. Until such time that the final grade is recorded, the mark of IP shall not be credited for any purpose. When a final grade is recorded, the mark of IP shall not appear in the transcript of records; provided, it is within the limit of the graduate program.

3.4.11 Scholastic Requirement

3.4.11.1 A student admitted on a regular status in the master’s or doctorate level shall maintain a GPA of 2.0 or 1.75 or better, respectively. Failure to meet the GPA requirement shall warrant a written warning.

3.4.11.2 A graduate student admitted on a probation shall be required to obtain a GPA of 1.75 (for master’s level) and 1.50 (Ph.D. level) or better, respectively, to qualify as a regular student.

3.4.11.3 Students with GPA of 1.09 or better will be given certificates of recognition for academic excellence.

3.4.12 Transfer of Credit

3.4.12.1 A maximum of twelve (12) units may be credited for a student from an accredited institution and not more than six (6) units from a non-accredited institution; provided, that the course has not been credited for any master’s or doctorate degree as certified by the Dean or Registrar of the College where the student came from, and provided further, that the grade in the course obtained is 2.00 or better. Provided further, that the credited units shall not lapse for five (5) years since it was taken up to the graduation of the student.

- 3.4.12.2 Only fifteen (15) units for master's degree and twenty-one (21) for doctoral degree may be credited for students whose program had lapsed, i.e. more than five (5) years since start of the graduate program; provided; the said units will not lapse within five (5) years up to the expected graduation of the student.

Attendance in non-degree trainings may be given a maximum of six (6) units, subject to the following terms of reference:

- 3.4.12.2.1 The student's advisory committee together with the Department Chairman shall examine the validity of the trainings and shall recommend to the Dean the appropriate number of units to be accredited.
- 3.4.12.2.2 The trainings have been conducted not earlier than one year prior to the student's admission to his graduate degree program, preferably, within the five-year duration of his degree program in the University.
- 3.4.12.2.3 An authenticated certification of the sponsoring training institution/agency or certificate of participation bears the actual number of hours/days of the training course and certifies to the satisfactory performance of the applicant shall be presented before the credit could be given.
- 3.4.12.2.4 Equivalency (per PRC Resolution No. 381, series of 1995) of Seminars/Trainings/Workshops

As participant:

Local – 1 credit unit/hour

International – 2 credit units/hour

- 3.4.12.3 Accreditation of Non-Degree Trainings

3.4.13 **Dropping/Adding and Changing of Courses**

- 3.4.13.1 Application for changing, adding, and/or dropping of subjects must be filed at the Registrar's Office of the University, through the Dean of the College.
- 3.4.13.2 Change in registration except for compulsory dropping of subjects is permitted within two (2) weeks from the first day of classes during the semestral terms and within the first three days during the midyear term.
- 3.4.13.3 Application for adding/changing subjects or transfer in other classes must be coursed through the concerned faculty and duly approved by the Campus Administrator.

3.4.13.4 Dropping of any subject will not be permitted after the midterm except for justifiable reasons upon the recommendation of the Adviser and approval of the Dean.

3.4.13.5 Unofficial dropping of any subject after the first midterm will mean a grade of 5.0 (failure) to be indicated in the grading sheet by the concerned Professor. The Registrar's Office personnel are not authorized to issue automatic grades of "5.0".

3.4.14 **Payment of Fees**

3.4.14.1 School fees may be paid by installment. However, the computation of refunds shall be based on the total fee assessment.

3.4.14.2 Before any student is allowed to take an examination, all financial obligations must be fully settled, after which, a final examination permit shall be issued by the Accounting Office and must be presented before any examination. Before a student applies for Comprehensive Examinations, the adviser must also see to it that all obligations and fees have been settled.

3.4.15 **Allowable Refunds**

3.4.15.1 Except for entrance, registration, and miscellaneous fees, a student who has fully-paid the tuition fee, may upon withdrawal or honorable dismissal, be entitled to a refund in accordance with the following schedules:

3.4.15.1.1 Before the start of classes	—	90%
3.4.15.1.2 Within one week after the opening of classes	—	75%
3.4.15.1.3 Within one month of classes	—	50%
3.4.15.1.4 After the first month of classes	—	No refund

3.4.15.2 A certification issued by the registrar and approved by the Dean is required to allow the payment of refund.

3.4.16 **Petition of Courses**

3.4.16.1 Petitioning of subjects not offered during regular semesters or midyear term may be approved by the VPAA upon the endorsement of the Dean and the Campus Administrator; provided, the following conditions are satisfied:

3.4.16.1.1 The number of petitioning students is at least three (3) for the major field and at least five (5) for the core courses, including a graduating student.

3.4.16.1.2 The petitioned course is included in the duly approved program of work/study; and

3.4.16.1.3 The student petitioner shall not be allowed to drop or change/substitute the petitioned subject.

3.4.17 Attendance and Absences

3.4.17.1 A regular attendance to lectures or laboratory/field work is expected among graduate students. Anyone who incurs more than 20% absences of the total number of hours required for the course shall be automatically dropped and gets a failed grade.

3.4.17.2 Time lost by late enrolment shall be considered as time of absence from classes.

3.4.17.3 A student enrolled for the term who will be absent during the first day of classes shall be fined P20.00 per subject missed per day to the Cashier's Office.

3.4.18 Leave of Absence

3.4.18.1 A written Leave of Absence (LOA) not exceeding one (1) academic year must be requested from the Dean stating the reason therein. This leave of absence shall be included in the program duration. Failure to file shall mean forfeiture of student's registration privileges.

3.4.18.2 A Leave of Absence shall be granted to graduate students with a maximum of two (2) academic years not in succession.

3.4.19 Removal of Incomplete of Grade

3.4.19.1 A grade of "INC" is given to a graduate student with passing class standing who fails to take the final examination or fails to submit major course requirements due to illness duly certified by a physician or other valid reasons.

3.4.19.2 Completion must be made within one (1) year immediately following the term in which the grade "INC" was obtained; otherwise, the incomplete grade will be marked "Lapsed" with no credit.

3.4.19.3 Faculty members who fail to submit on due date completed grades within the prescribed time shall be dealt with administratively and be solely responsible for any consequences of his/her negligence.

3.4.20 Transfer of Students

A transfer student who is officially enrolled may apply for advance or transfer credits or work done in another institution upon:

- 3.4.20.1 Presentation of credentials from another institution showing that the courses passed are equivalent or similar to those offered at the University for which is being sought; and
- 3.4.20.2 Passing and validating test for courses taken outside the University, if deemed necessary; provided, however, that such courses were taken within the past five (5) years prior to admission.

3.4.21 Cross Registration

- 3.4.21.1 Cross registration means simultaneous registration with a semester or midyear term from one college/university to another. This is allowed if the graduate student is graduating and if the mother college does not offer the needed subject. A permission from the mother college through the Dean should, however, be sought.

3.4.22 Curriculum Revision

- 3.4.22.1 Curriculum programs should be reviewed from time to time in response to changing conditions. The adoption of a new curriculum or the revision of an existing one does not affect the students who already enrolled in the old one; provided, that said students have completed at least twenty-five percent (25%) of the total units in the old curriculum.

Department chairs are required to review curricula offered by their department every three years for enhancement or revision.

3.4.23 Submission of Grades

- 3.4.23.1 Six (6) copies of grade sheets and class records are submitted to the Dean of the College ten (10) days after the scheduled final examination in order to allow the students to see their grades before their registration for the ensuing semester/midyear term. The Dean subsequently submits a copy to the University Registrar.
- 3.4.23.2 Any faculty member who wishes to rectify a grade from the grading sheet already submitted to the University Registrar's office shall be done through a formal request through channels explaining the reasons therein.

3.4.24 Minimum Grade Requirement for Graduation

- 3.4.24.1 The minimum grade requirement for graduation is a general weighted average of 2.00 in all subjects required under the degree sought except the Thesis Writing or Dissertation Writing.

3.4.25 Residence Requirements and Time Limit

- 3.4.25.1 The residence requirements for graduation from the master's or the doctorate degrees, excluding the units for thesis or dissertation, shall be at least two (2) consecutive semesters or the equivalent of 12 units and 24 units for the master's degree and doctorate degree, respectively. The student should be enrolled in thesis or dissertation writing during the same semester when the oral defense shall take place.
- 3.4.25.2 Transfer from one Graduate Program to another is discouraged. However, in exceptional cases where a transfer is unavoidable, all the academic units earned by the student from the school last attended, excluding thesis or dissertation units, may be accepted by the school to which he/she seeks transfer subject to the following conditions:
- 3.4.25.2.1 The subjects taken in the school last attended are substantially the same in content in the graduate curriculum of the school he/she is seeking transfer to;
- 3.4.25.2.2 The residence equivalent shall have been complied with; and
- 3.4.25.2.3 Approval of the Dean upon the recommendation of the Graduate Admission Committee (GAC).
- 3.4.25.2.4 After completion of all the academic requirements, a candidate for graduation to any graduate degree program shall be given a maximum period of three (3) calendar years for the master's degree and five (5) calendar years for the doctorate degree within which to finish the degree program sought. Due to related valid reasons, an extension may be allowed upon the recommendation of the Thesis/Dissertation Advisory Committee but not to exceed one (1) school year.
- 3.4.25.2.5 In order to give recognition to outstanding research outputs, with the end in view of upgrading the quality of research in the Graduate Program, awards are given to outstanding theses or dissertations, subject to the standard criteria given by the University.
- 3.4.25.2.6 Extension of the Graduate Work

A student who has not finished the requirements within the time limit of the program being pursued may apply for an extension and may be allowed a

maximum of two semesters/terms upon the recommendation of the GAC and the Department Chair with the approval of the Dean.

3.4.26 Comprehensive Examination

The Comprehensive Examination is given to the candidate in written form for the master's degree and written plus oral examination for the doctorate degree.

- 3.4.26.1 A student intending to take the comprehensive examination must file his/her application duly recommended by the Adviser subject to the approval of the Dean. The application shall be done three (3) weeks after the start of the regular classes.
- 3.4.26.2 A student applying for comprehensive examination must have finished all the academic courses and has no incomplete grade in any subject taken. This excludes other required courses (ex: Seminar in Thesis/Dissertation Writing) and Thesis/Dissertation.
- 3.4.26.3 The Advisory Committee of the applicant shall act as the Examination Committee which shall consist of three (3) to represent the core, major, and cognate fields. The Chairman of the Examination Committee shall be the Adviser of the Advisory Committee, all duly approved by the Dean.
- 3.4.26.4 The following are the functions of the Examination Committee:
 - 3.4.26.4.1 Solicits questions from the professors of the students;
 - 3.4.26.4.2 Integrates questions from the subject professors according to core, cognate, and major areas with consideration to the courses taken by the students;
 - 3.4.26.4.3 Distributes the test papers, which are coded, and not bearing the names of the examinees for correction to the concerned professors;
 - 3.4.26.4.4 Submits the Comprehensive Examination Report bearing the rating of each subject taken duly signed by the Examination Committee to the Dean at least two (2) weeks after the scheduled comprehensive examinations; and
 - 3.4.26.4.5 Decides the cases of student examinees who, for justifiable reasons, were not able to take the comprehensive examinations on the scheduled dates.
- 3.4.26.5 Once the questions were received or issued to the examinee, the examination of examinee shall be considered taken. If during the examination time, he/she backs out, then he/she shall be given a grade of 5.0 or failure.
- 3.4.26.6 The Department chair, under the auspices of the Dean's Office, shall conduct the Comprehensive Examination. He/She may assign proctors and return the test

papers to the Examining Committee Chair to be distributed to the different subject professors for correction.

- 3.4.26.7 The examination period shall be included in the academic calendar every school year.
- 3.4.26.8 The comprehensive examination shall be administered in three sets: Core/Basic, Major, and Cognate on separate days.
- 3.4.26.9 The final grade of the student shall be determined on the weight distribution as follows: 50% for major courses, 25% for core courses and 25% for cognates. The adviser shall submit the summary of ratings to the Department Chair and the Dean.
- 3.4.26.10 The final grades are distributed as follows:

1.00 – 1.25	–	high pass
1.26 – 1.75	–	pass
1.76 – 2.00	–	low pass
below 2.00	–	failed

The rating of each area or set shall be averaged and the result shall be multiplied by the weight equivalent of that area/set.

- 3.4.26.11 In order to pass, an examinee must obtain an average grade of “2.0” or better in all the three areas.
- 3.4.26.12 An examinee who did not obtain the needed average of at least 2.00 in all the three areas shall be given another chance to take the comprehensive examination following the process. If he/she did not pass in one or two areas, he/she will take another examination in said area(s) taking another set of questions coming from all the subjects taken in said area.
- 3.4.26.13 In cases where the examinee failed in the re-examinations, he/she may be given the chance to enroll on audit the course or subject(s) where he/she failed then may re-take the comprehensive examination. Failure at this stage means forfeiture of the opportunity to graduate with degree program pursued.
- 3.4.26.14 A Summary of the Comprehensive Examination Report together with the answer sheets are submitted to the Graduate Program by the Examination Committee within two (2) weeks after the comprehensive examination.
- 3.4.26.15 An oral comprehensive examination shall be given to a doctorate student before his Oral Comprehensive Examination Committee composed of: a) Advisory Committee of five (5) members including the Adviser; b) two (2) panelists to be invited by the Dean, who are experts in the field and the Coordinator of

Graduate Programs not later than one year after passing his written comprehensive examination. The Dean may sit with members of the OrEC as an examiner. Passing or failing an Oral Comprehensive Examination depends on the majority vote of Oral Comprehensive Examination Committee.

3.4.27 Oral Examination Committee (OrEC)

3.4.27.1 The OrEC shall be responsible for the conduct of the thesis/dissertation proposal and oral final examinations.

3.4.27.2 The OrEC shall be organized before the proposal defense in consultation with the Department Chair and approved by the Dean. Members shall come from the University Pool of Faculty (UPF) which shall be updated regularly.

3.4.27.3 The OrEC shall be composed of the following:

Master's level	Discipline	Doctorate level
two	major field	two
one	foundation/core	two
one	effective	one
one	expert evaluator	one

3.4.27.4 The chair of the OrEC shall be determined on a collegial basis.

3.4.27.5 An expert evaluator is an authority in a field of specialization in terms of experience and knowledge. He/She may be a faculty or a holder of a non-teaching position in the University or from other line agencies.

3.4.27.6 As a part of the administrative responsibility, the Department Chair and/or Dean may sit in during the oral examination.

3.4.28 Thesis / Dissertation Outline Defense / Colloquium

3.4.28.1 A thesis/dissertation outline defense or colloquium is a requirement before any graduate student could start conducting the research work; provided, however, that he/she passed the comprehensive examinations required for the degree sought.

3.4.28.2 A candidate who plans to present his/her thesis/dissertation proposal must enroll Thesis Writing I of three (3) units or Dissertation Writing I of six (6) units.

3.4.28.3 As soon as the candidate is ready to present his/her thesis or dissertation outline as certified by the Adviser, he/she can apply for a Thesis/Dissertation Outline

Defense via the colloquium to identify the date of the presentation duly recommended by the Advisory Committee and approved by the Dean.

- 3.4.28.4 Copies of the proposed thesis/dissertation outline must be distributed to all the members of the Advisory Committee including the Dean and two (2) panelists to be invited by the Dean at least one (1) week before the colloquium date.

3.4.29 **Conduct of Thesis / Dissertation**

- 3.4.29.1 A candidate is ready to conduct his/her thesis or dissertation research activity if the following requirements are met:

3.4.29.1.1 Successfully passed and submitted the final manuscript of the thesis/dissertation outline defense;

3.4.29.1.2 Enrolled in Thesis Writing II of three (3) units for the master's degree or Dissertation Writing of six (6) units for the doctorate degree;

3.4.29.1.3 Approval of the Adviser.

- 3.4.29.2 The candidate must conduct his/her research work personally with the strict supervision of the Adviser, and duly monitored by the Graduate Programs Coordinator.

3.4.30 **Thesis / Dissertation Defense**

- 3.4.30.1 Thesis/Dissertation defense is an oral examination administered to a candidate to check on the acceptability of the research work.

- 3.4.30.2 The oral defense for either a master's degree or a doctorate degree shall be applied by the candidate duly certified by the Advisory Committee for his/her readiness indicating therein the date and time of the oral defense and duly approved by the Dean.

- 3.4.30.3 For the master's degree, the oral defense shall be conducted by a panel of at least four (4) members who shall be holders of doctorate degree. For the doctorate degree, the panel of examiners shall be composed of at least five (5) persons who shall be holders of the doctoral degree, two (2) of whom may be invited from outside the University. It is best considered that those who sit during the outline defense shall constitute the same in the oral defense. (*see CMO № 53 s. 2007*)

- 3.4.30.4 Copies of the thesis/dissertation manuscripts should be filed at the Graduate Coordinator's Office together with the application for oral defense duly signed by the Thesis/Dissertation Committee and approved by the Dean at least one (1) week before the scheduled date of oral defense.

3.4.30.5 A majority vote of the members of the Thesis/Dissertation Committee is needed to pass a candidate. He/She should be informed of the decision immediately after the oral defense.

3.4.30.6 The adviser must submit to the University Registrar the result of the Thesis/Dissertation Oral Defense indicating therein the title of the thesis/dissertation together with the corresponding grade either passed or re-defense or failed and noted by the Department Chair to whom the candidate belongs.

3.4.31 Submission of Thesis / Dissertation Manuscripts

3.4.31.1 A circulating copy reflecting all corrections and duly signed by the Adviser and the Thesis/Dissertation Committee should be presented to the Dean for approval before printing the final copy.

3.4.31.2 Once approved, the thesis/dissertation manuscript shall be reproduced following the University Graduate Program format.

3.4.31.3 The report of the final grade of the thesis/dissertation by the Adviser and submission of the circulating copy and bound copies of the approved manuscript are the bases for a recommendation to be made by the Dean to the University Academic Council for the conferment of the degree sought. Prior to the University Academic Council Meeting, the VPAA may require all Deans to submit copies of approved manuscripts to his/her office.

3.4.31.4 Seven (7) copies of the bound thesis/dissertation shall be submitted to the Dean and be distributed as follows:

- 1 copy for the Dean
- 2 copies for the University Library
- 1 copy for the College Library
- 1 copy for the National Library
- 1 copy for the Adviser
- 1 copy for the Research Library

3.4.31.5 Any candidate who fails to submit the bound copies of thesis/dissertation after three written reminders by the Dean attention the Adviser within a period of one (1) academic year may serve as a basis to cancel the conferred degree upon the recommendation of the Campus Administrator to the University Academic Council for approval, through the VPAA Office.

3.4.32 Graduation Requirements

- 3.4.32.1 Any candidate who expects to graduate during the term must file an application for graduation at the University Registrar's office not later than the deadline set by the University Registrar.
- 3.4.32.2 A candidate must comply with all non-academic requirements for graduation, i.e. graduation fees, alumni fee, etc., on or before the deadline set by the University Registrar.
- 3.4.32.3 Approval of the University Academic Council and confirmation by the Board of Regents.
- 3.4.32.4 Submission of duly signed clearance from money and property responsibilities.

3.4.33 Graduation in Absentia

- 3.4.33.1 All graduating students are required to attend the Commencement Exercises. Graduation in Absentia may be allowed only on special meritorious cases, e.g. serious illness, travel abroad, or other valid reasons, as may be decided by the Dean.
- 3.4.33.2 An application fee for Graduation in Absentia of P500.00 must be paid at the Cashier's Office to be duly noted by the Dean at least a day prior to graduation. As a rule, graduating students who fails to join the Commencement Exercises without permission to graduate in absentia will be considered for graduation in the succeeding Commencement Exercises.
- 3.4.33.3 The Transcript of Records of a graduating student who failed to join the Commencement Exercises without permission (to graduate in absentia) shall bear the completion of the requirements of the degree sought but had not graduated until he/she is able to join the succeeding Commencement Exercises.

3.4.34 Transcript of Records

- 3.4.34.1 An application for the transcript of official academic records shall be filed at the University Registrar's Office with the duly accomplished clearance form and duly paid transcript of records fee.

3.4.35 Honorable Dismissal

- 3.4.35.1 A student who desires to leave the University Graduate Program may request for an honorable dismissal by filing the necessary form at the University Registrar's Office subject to submission of the duly signed clearance form.

3.4.36 Academic Degrees with Honors

Academic degrees with honors are awarded to deserving graduating students who earned their respective degrees based of the following grounds:

- 3.4.36.1 He/She must have obtained a grade point average of 1.25 or better with no grade lower than 1.50 in any subject prescribed in the degree sought including the comprehensive examinations.
- 3.4.36.2 He/She must have defended a thesis/dissertation with at least a rating of Very Satisfactory.
- 3.4.36.3 He/She must not have been charged and found guilty of any gross violation of the existing academic/non-academic rules and regulations of the University.
- 3.4.36.4 The academic honors are as follows:

Honors	Grade Point Average
With Distinction (Meritimus)	1.125 – 1.25
With High Distinction (Meritissimus)	1.00 – 1.124

3.4.37 Outstanding Thesis/Dissertation

In order to give recognition to outstanding research projects, with end in view of upgrading the quality of research in the University Graduate Program, awards are likewise being given to outstanding theses and dissertations. Following are the criteria for the selection:

3.4.37.1 *Problem*

- 3.4.37.1.1 Significance: contribution to the development or refinement of knowledge or improvement of practice.
- 3.4.37.1.2 Originality and creativity
- 3.4.37.1.3 Practicality in discipline where it applies; the extent to which the study reflects and responds to practical problems
- 3.4.37.1.4 Identification of a strong theoretical framework within which the problem is developed

3.4.37.2 *Research Design*

- 3.4.37.2.1 Conceptualization and organization of the study: Nature and Sources of Data

3.4.37.2.2 Quality of execution: the degree to which the goals of the study is achieved, resourcefulness, carefulness, and accuracy of the execution.

3.4.37.2.3 Method and approach in the treatment of data

a) Analysis and interpretation of Data

b) Synthesis and integration of results

3.4.37.3 *Style of Report*

3.4.37.3.1 Clarity and coherence of presentation

3.4.37.3.2 Accuracy of language

3.4.37.4 *Thesis/Dissertation Defense*

3.4.37.4.1 The capability of the students to defend his/her thesis/dissertation: his/her problems, design, conclusions and recommendations.

3.4.37.4.2 The ability of the student to establish authenticity of the facts and findings of his/her study.

3.5 Thesis/Dissertation Format

I. Preliminaries

1. Title Page
2. Thesis Approval
3. Acknowledgement
4. Dedication
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures

II. Body

Chapter I – Introduction

Background/Importance of the Study
 Statement of the Problem
 Objectives of the Study
 Hypotheses of the Study
 Significance of the Study
 Scope and Limitations of the Study
 Conceptual/Theoretical Framework of the Study
 Operational Definition of Terms

Chapter II – Review of Related Studies and Literature

Chapter III – Research Methodology

Research Design
 Research Methods Used
 Subjects/Respondents of the Study
 Research Instruments
 Statistical Tools to Be Used

Chapter IV – Results and Discussion

Chapter V – Summary, Conclusions and Recommendations

III. Literature Cited

IV. Appendices

V. Curriculum Vitae

3.6 Standard Operational Procedure Governing Student Organizations

The University Graduate Program recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle and leadership in their chosen field of endeavors. For this purpose, it encourages the formation of student groups which pursue clearly established common objectives and the initiation of student directed endeavors set up along social and cultural, religious, literacy, educational, and recreational lines.

3.6.1 General Policies

The following are some of the salient guidelines in the operation of any student organization in the University Graduate Program:

3.6.1.1 Authority to Operate

- 3.6.1.1.1 The Dean shall have the authority to regulate the establishment, and supervise the management and operation of any student organization in the Graduate Program.

3.6.1.2 Supervision of Organizational Activities

- 3.6.1.2.1 It shall be the responsibility of the Dean to supervise and regulate the operations as well as activities of all duly recognized student organizations in the utilization of their resources and efforts toward the attainment of the organizational goals and objectives as provided for in their approved Constitution and By-Laws.
- 3.6.1.2.2 Any duly recognized student organization, which violates its own statement of purpose/constitution or fails to comply with the University policies, shall be asked to terminate its operations after the investigation to be conducted by a committee headed by the Dean.

3.6.1.3 Student Activities

- 3.6.1.3.1 All non-academic activities shall be under the supervision of the Adviser/s. All information pertinent to said activities shall be forwarded to the Office of the Dean.
- 3.6.1.3.2 For activities to be held off-campus, the following rule shall apply:
 - a) The officers of the organization should submit a copy of the activity/program in duplicate for the approval of the Advisers.

- b) The Advisers retain the duplicate copy. When approved the activity/program shall be entered into the list of officially approved off-campus activities prepared by the Advisers.

3.6.1.4 Fund Raising Activities

- 3.6.1.4.1 For any fund raising activity, a formal application by way of a formal letter addressed to the Dean duly recommended by the Adviser/s and the concerned Department Chairman. The letter shall contain the nature and purpose of the activity, date, time, and venue. This letter shall be forwarded to the Dean's Office two (2) weeks before the implementation date of the activity.
- 3.6.1.4.2 Conducting raffles on campus shall be governed by the following rules:
 - a) The application to conduct a raffle for fund-raising shall be accompanied by the Department of Social Welfare and Development (DSWD). This application shall indicate the objectives, the items to be raffled, the price per ticket, the drawing date, time and place, and the manner by which the use of the profit shall be publicized. The objects to be raffled shall be displayed at some conspicuous places on campus.
 - b) A time limit of one (1) month is allowed for any organization to conduct any raffle activities. The Dean should approve any formal request for the extension of time. The list of winners should be posted on bulletin boards in the campus.
 - c) Whenever fund-raising activities are to be conducted with the use of tickets, admission or subscription fees, or solicitation forms, the financial details shall be cleared in advance with the Office of the Graduate Program. These materials shall bear the stamp of the forms and other materials that will be used in conducting said fund-raising activities shall be on file in the GS Office.

3.6.1.5 Clearance

- 3.6.1.5.1 All student officers shall be given clearance by the Dean prior to the final examination during their last term in office. List of cleared student leaders shall be forwarded to the Office of the Vice President for Academic Affairs.

3.6.1.6 Minutes of the Organizational/Business Meetings and Financial Reports

- 3.6.1.6.1 The Office of the Graduate Program shall be furnished with copies of the minutes of the organizational and business meetings.

- 3.6.1.6.2 A copy of the financial statement report of the organization must be submitted to the Office of the Graduate Program at the end of every semester (a week before the scheduled final examinations).

3.6.1.7 On Activity Bans

- 3.6.1.7.1 All Graduate Program students shall observe the activity ban which provides that no co-curricular and extra-curricular activities shall be conducted one (1) month before the scheduled final examinations.

4.0 Conduct and Discipline

4.1 Student Conduct

4.1.1 General Statement

Every student of the Nueva Vizcaya State University assumes an obligation to conduct himself/herself in a proper and refined manner. In the exercise of his/her rights as well as in the performance of his/her obligations, he/she must act in accordance with the tenets, ideals and core values of the University.

It is highly expected of students to accept the rules and regulations of the University prescribed for the members of the academic community in order that it can effectively fulfill its mission, vision, goals and objectives. Conduct and behavior appropriate to young men and women is highly expected of NVSU students at all times.

It is therefore imperative that each student shall secure a copy of the NVSU Student Handbook and be knowledgeable of its contents for this will be used for constant reference and guidance.

4.1.2 Conduct Inside the University

In keeping order in the premises of the University, laboratories and in the classrooms, the instructor/professor is empowered to discipline a student for conduct unbecoming in a manner he/she deems appropriate based on lawful rules. It is on this premise that NVSU students are expected to:

- 4.1.2.1 Follow and respect rules and regulations promulgated by the University and other pertinent policies in the management of academic and administrative processes.
- 4.1.2.2 Cultivate a culture of respect and honesty.
- 4.1.2.3 Be aware of the interest of other students either inside or outside the classroom, thus loitering and talking loud along corridors during classes must be avoided.
- 4.1.2.4 Observe silence inside the library or in any of the rooms where silence is required.
- 4.1.2.5 Maintain cleanliness and order inside the classroom.

4.1.3 **University Uniform**

The university uniform is one common way of identifying students who are officially enrolled in the University. All students are required to enter the University and attend their classes in proper uniform subject to the following regulations:

4.1.3.1 University uniform shall be worn every Monday and Thursday.

4.1.3.2 Prescribed uniform for male students – white polo, black pants, black shoes; prescribed uniform for female students – white blouse, knee-level checkered green skirt, black closed shoes.

4.1.3.3 College uniforms are allowed on Tuesdays and Fridays.

4.1.3.4 Organization shirt shall be worn during Wednesdays.

4.1.3.5 PE uniform should be worn only during PE classes.

4.1.3.6 As a general rule, wearing of slippers or wooden shoes is not allowed unless justified by valid reasons.

4.1.3.7 Male students are required to sport decent haircut and earrings are not allowed.

4.1.3.8 Wearing/pinning of identification card forms part of the university uniform.

4.1.4 **Cleanliness and Orderliness**

It is important that students must be trained in cleanliness and orderliness, thus, they are expected to segregate and dispose their garbage in trash cans/bins and to maintain cleanliness and orderliness in the classrooms, corridors, canteens, shops, laboratories, and restrooms.

4.1.5 **Use of Resources**

NVSU students are expected to be responsible for the proper use of university resources, thus they should:

4.1.5.1 Exert utmost care and concern in handling and using machines, shop tools, and laboratory equipment.

4.1.5.2 Turn off faucets after use; turn off lights, electric fans, air conditioner, and other electrical equipment when not in use.

4.1.5.3 Be extra careful in using and reading reference materials in the library.

4.1.5.4 Avoid at all cost vandalism of books, computers, walls, chairs, windows, bulletin boards, restroom facilities, and other resources within the campus.

4.1.6 **Posting of Announcement**

Posting includes notices of organizations' meetings, assemblies, announcements and other written messages. The standard duration of all posting is two weeks. Prior approval of the Campus Coordinator of SAS must be sought before the circulation and posting of these materials in designated areas. The organizations should take it upon themselves to remove the announcements when the activity is over.

4.1.7 **Regulation on the Use of Electronic Gadgets**

Use of cellular phones, tablets, digital cameras, audio/video players and other electronic gadgets shall not be allowed during class hours and examinations, unless allowed by the instructor/professor for instructional purposes.

4.1.8 **Conduct Outside the University**

Every NVSU student is called upon to:

4.1.8.1 Uphold the academic integrity of the University, protecting at all times its name, ideals, and reputation.

4.1.8.2 Conduct himself/herself with dignity and honor, and abide by all regulations of the authorities at all times.

4.1.8.3 Distance himself/herself from establishments of ill-repute, and avoid association with people of questionable character and conduct.

4.1.8.4 Not to use the name of NVSU without prior authority.

4.2 **Student Discipline**

4.2.1 **General Statement**

The Nueva Vizcaya State University is committed to the development of man through the integration of spiritual, liberal, moral, vocational, scientific, and technological education for leadership in national development. It shall aim to:

4.2.1.1 advance knowledge and competencies of graduates in education, arts, science, technology, and business and entrepreneurship through relevant and functional research and curricular programs;

4.2.1.2 contribute to the solution of socio-economic problems through effective utilization of human and natural resources;

4.2.1.3 develop quality graduates who are responsible, self-disciplined and productive through vocational, technological, scientific, and professional education; and

4.2.1.4 develop leaders and responsible citizens in the fields of education, arts, science, technology, and business and entrepreneurship for community development and extension services.

4.2.2 **Coverage**

The NVSU Student Code of Conduct and Discipline shall apply to all bona fide college students of the Nueva Vizcaya State University.

4.2.3 **Official Enrolment as a Form of Contract**

A student who is officially enrolled in NVSU recognizes the existence of a contract whereby he/she agrees to comply with existing rules, regulations, and policies of the University, and assumes all responsibilities appertaining to his/her status as a student.

4.2.4 **Responsibilities of Students**

Students are expected to:

4.2.4.1 Strive to study conscientiously and endeavor to achieve academic excellence.

4.2.4.2 Uphold the basic principles and ideals of the University and contribute to attain its vision, mission, goals, and objectives.

4.2.4.3 Exercise their rights in a manner that will not infringe on public welfare and the rights of others.

4.2.4.4 Promote and maintain peace and order in the University by complying with its rules and regulations, and by developing harmonious relationship with fellow students, faculty members, and administrative staff.

4.2.4.5 Maintain a wholesome environment and protect the same.

4.2.5 **Rights of Students**

All students shall be entitled to the rights herein set forth without distinction to sex, social status, religion, political affiliation, and other factors:

4.2.5.1 The right to quality and affordable education provided by competent and committed faculty members and a right to a wholesome educational environment that will equip them of the needed academic instruction and values.

4.2.5.2 The right to equal educational opportunity and academic information and the freedom from discrimination.

4.2.5.3 The right to be involved in any school activity for the promotion of their holistic development.

4.2.5.4 The right to organize and join organizations and societies recognized by the University.

4.2.5.5 The right to access their school record, the confidentiality of which the University shall maintain.

4.2.5.6 The right to be free from contributions, except those approved by their own organizations and those authorized by law.

4.2.5.7 The right to raise their grievances in a manner sanctioned by the Student Handbook and other lawful means.

4.2.5.8 The right to due process with respect to the application of disciplinary sanctions and interventions.

4.2.6 Promulgation of Rules and Regulations

University rules and regulations affecting the students are promulgated in consultation with student leaders, advisers, parents, and stakeholders. These rules shall take effect after due approval from the Administrative Council, Academic Council or Board of Regents, whichever is applicable.

4.2.7 Definition of Terms

4.2.7.1 Warning – It is a written or oral notice to the student that continuation or repetition of the specified conduct may be a cause for other disciplinary action.

4.2.7.2 Reprimand – This sanction is imposed by way of admonishing the student by a severe form of formal rebuke by a person in authority.

4.2.7.3 Suspension – This entails exclusion from classes, other privileges or activities or from the campus for a definite period as set forth in the notice of suspension.

4.2.7.4 Dismissal – This refers to permanent termination of student status without possibility of readmission.

4.2.7.5 Civic Assistance – Unpaid work like cleaning University facilities, weeding, landscaping, etc.

4.2.8 The Disciplining Officer or Body

Depending on the classification of offenses and their sanctions, the jurisdiction of the complaints shall be bestowed upon:

4.2.8.1 The College Dean – for light offenses

4.2.8.2 The Campus Coordinator of Student Affairs and Services – for light offenses, as may be certified by the College Dean

4.2.8.3 The Student Disciplinary Tribunal – for less serious and serious offenses

4.2.9 Student Disciplinary Tribunal (SDT)

Student Disciplinary Tribunal (SDT). It shall hear and decide complaints filed against any student or organization. The highest disciplining body shall be composed of the following:

Chairperson: Campus Coordinator, Student Affairs and Services

Members:

- (1) Student Discipline Unit Head
- (2) Student Grievance and Cases Unit Head
- (3) College Dean of the concerned student
- (4) Chief, University Security Force
- (5) Chief, Legal Affairs Office
- (6) SSC President
- (7) SSC Adviser
- (8) Guidance Counselor/Guidance Campus Coordinator

4.2.10 Intervention and Case Conference Unit (ICCU)

The ICCU is hereby created for guidance and counseling. The Guidance Counselor's primary role is to provide necessary intervention to help the students cope while serving the sanction imposed. The ICCU shall be composed of the following:

Chairperson: Campus Guidance Counselor

Members:

- (1) Testing and Guidance Campus Coordinator
- (2) College Guidance Coordinator

4.2.11 Disciplinary Procedure under the Jurisdiction of the College Dean

Summary investigation or inquiry may be conducted by the College Dean in any misconduct committed by a student in the presence of the members of the college, in the classroom or premises of the college, or in the course of an official function sponsored by the same. The following procedures will be adopted:

- 4.2.11.1 The Dean shall appoint the College Guidance Coordinator and Class Adviser of the concerned student/s to help him/her in the conduct of the inquiry and investigation.
- 4.2.11.2 Complaints, whether written or oral, may be given due course. The alleged erring student shall be summoned to appear before the Dean of the college, informed of the complaint against him/her and afforded the opportunity to present his/her side. Witnesses may also be invited.
- 4.2.11.3 In a misconduct where there is an offended party, a preliminary inquiry must be conducted to provide opportunity for the parties to be heard.
- 4.2.11.4 The College Dean shall proceed summarily taking into consideration the facts and circumstances attending the complaint.
- 4.2.11.5 The decision of the College Dean under this section shall be put in writing which shall include the statement of facts and the basis of the sanction to be imposed. The decision shall be final and executory.
- 4.2.11.6 The College Dean shall furnish a copy of the decision to the Campus Coordinator of Student Affairs and Services for record-keeping and to the ICCU for appropriate intervention.
- 4.2.11.7 The College Dean may elect to divest his/her jurisdiction over the complaint and refer the matter to the Campus Coordinator of Student Affairs and Services who has concurrent jurisdiction over light offenses. The same procedure in this section may be adopted by the Campus Coordinator of SAS.
- 4.2.11.8 In all instances, a formal notice must be conveyed to the parents or guardian of the erring student informing them of the misconduct and the sanction imposed.

4.2.12 Disciplinary Procedures under the Jurisdiction of the SDT

- 4.2.12.1 Complaints for less serious and serious offenses must be in writing. However, the SDT may be called upon to conduct a *motu proprio* investigation if the offense committed is of vital interest and no complaint is filed.

- 4.2.12.2 The SDT shall determine whether the complaint or report is sufficient to warrant a formal investigation; otherwise, parties will be summoned to a preliminary inquiry for the determination of a possible settlement of the matter.
- 4.2.12.3 If formal inquiry is warranted, the alleged erring student must be informed in writing of the nature and cause of the complaint filed against him/her. The student has the right to answer the charges and to adduce evidence in support of such answer, with the guidance of a counsel, if desired. The answer must be submitted within five (5) days from receipt of notice.
- 4.2.12.4 All parties shall be notified of the date of formal inquiry.
- 4.2.12.5 The SDT may elect to conduct an ex parte investigation based on the complaint, answer, and pieces of evidence presented.
- 4.2.12.6 The formal inquiry date may be rescheduled only once should a party fail to appear despite due notice but with valid justification. But request for postponement may be granted for good causes.
- 4.2.12.7 If the alleged erring student deliberately evades formal inquiry, the sanction commensurate to the offense may be imposed upon him/her after due notice.
- 4.2.12.8 If the complainant fails to appear during scheduled formal inquiry, the complaint may be dismissed.
- 4.2.12.9 This is without prejudice to the determination of liability of the erring student towards the University.
- 4.2.12.10 The SDT shall decide within ten (10) days after the termination of the last conference. The decision shall include the findings, analysis, conclusion, recommendation, and the bases of the decision. Copies of the decision shall be furnished to the complaining and erring students, including their parents or guardian.
- 4.2.12.11 A copy of the decision shall be furnished to the ICCU for appropriate intervention.
- 4.2.12.12 The decision of the SDT shall be final and executory, except in misconduct where the imposable sanction is dismissal. This may be appealed to the University President.
- 4.2.12.13 The erring student may appeal the decision of the SDT to the University President within five (5) days after receipt of the decision.

- 4.2.12.14 The University President shall review the records of the violation and may, upon his/her discretion, sustain, or set aside the decision of the SDT, and impose a lesser sanction in lieu of the dismissal. The President shall communicate his/her written decision within fifteen (15) days after receipt of the appeal to the SDT for proper implementation.
- 4.2.12.15 Pending final decision of the complaint, the erring student shall continue to enjoy all his/her rights and privileges as a regular student of the University.
- 4.2.12.16 All decisions shall take effect on the date provided in the decision and after due notice to the sanctioned student and his/her parents or guardian.
- 4.2.12.17 The implementation of suspension sanction shall not in any way interfere with the student's right to take major examinations during the semester.
- 4.2.12.18 All proceedings before the SDT shall be recorded and all records pertaining to student discipline shall be under the custody of the Campus Coordinator of SAS. All records shall be confidential and no other person shall have access to the records unless he/she is authorized by the SDT. Employees and students who shall violate the confidentiality of these records shall be dealt with administratively.
- 4.2.12.19 If warranted and if the parties so agree, complaints may be settled amicably.

4.2.13 **Light Offenses**

The following acts shall be sanctioned with:

- 1st violation – Warning
- 2nd violation – Reprimand
- 3rd violation – Civic assistance of 2 days (16 hours)

- 4.2.13.1 Walking around the campus or going inside classrooms without ID.
- 4.2.13.2 Not wearing prescribed uniform on designated days.
- 4.2.13.3 Coming late to class 15 minutes after start of classes/leaving classes without due permission. This may also include reasonable sanction/s from the college or from the instructor/professor concerned. (Note: Possible sanction/s must be presented on the first day of class; otherwise imposition can be questioned.)
- 4.2.13.4 Absence during mass work, intramural meets, parades, flag ceremonies, and other activities called for by the University or college. This may also

include reasonable amount of fine as may be prescribed by the college.
(Note: Amount of fine must be presented during the orientation, otherwise imposition of fine cannot be implemented.)

- 4.2.13.5 Picking of fruits or flowers; cutting of trees; shooting, slinging, catching or killing birds; and fishing.
- 4.2.13.6 Drinking or possessing liquor or any alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises of the campus.
- 4.2.13.7 Smoking of cigarette and tobacco, or vaping of e-cigarette and other variants of vaporizer. This may include confiscation of the handheld electronic device.
- 4.2.13.8 Violating legally posted signs such as No Trespassing, Keep off the Grass, Off Limits, among others; removing legally posted signs and notices.
- 4.2.13.9 Posting signs, notices, manifestos and other similar materials without permission from the SAS or the duly designated representative.
- 4.2.13.10 Littering or scattering trash in classrooms, library, and other places in the campus.
- 4.2.13.11 Cooking and doing toilet necessities in unauthorized places.
- 4.2.13.12 Climbing and/or jumping over the boundary fence of the University.
- 4.2.13.13 Wearing of earrings of male students.
- 4.2.13.14 Spitting of betel nut chew or momma in non-designated places.
- 4.2.13.15 Other analogous light offenses.

4.2.14 **Less Serious Offenses**

The following acts shall be sanctioned with:

- 1st violation – Civic assistance of 3 days (24 hours)
- 2nd violation – Suspension of 2 days
- 3rd violation – Suspension of 5 days

- 4.2.14.1 Insulting, uttering derogatory remarks or flagrant indecency in language, and intentional infliction of emotional distress directed against a faculty member, staff, student, or visitor.

- 4.2.14.2 Indecent acts like necking, public kissing, embracing, and other indiscreet acts of intimacy.
- 4.2.14.3 Engaging in any form of gambling.
- 4.2.14.4 Undue noise or scandalous disturbance which interferes with campus order and peace in any manner.
- 4.2.14.5 False testimony in any disciplinary confrontation or hearing.
- 4.2.14.6 Unauthorized use of university property and other resources such as electricity for charging personal electronic devices.
- 4.2.14.7 Connecting or disconnecting electrical wires and plumbing devices without permission from authorities concerned.
- 4.2.14.8 Breaking or illegal/unauthorized entry in classrooms, offices, shops, buildings, or any enclosed or restricted areas during night time and weekend.
- 4.2.14.9 Other analogous less serious offenses.

4.2.15 **Serious Offenses**

The following acts shall be sanctioned with:

- 1st violation – Suspension of 10 days
- 2nd violation – Dismissal

- 4.2.15.1 Cheating in examination and quizzes. This may also include reasonable sanction/s from the college or from the instructor/professor concerned. (Note: Possible sanction/s must be presented on the first day of class, otherwise imposition can be questioned.)
- 4.2.15.2 Lascivious conduct – The act of making physical contact with the body of another person for the purpose of obtaining sexual gratification other than, or without intention of, sexual intercourse.
- 4.2.15.3 Illicit relations – The act of engaging into unlawful relationship such as with a married man or woman.
- 4.2.15.4 Using, possessing, or peddling of prohibited or regulated drugs and other illegal substances.
- 4.2.15.5 Fighting or violence resulting to physical injuries. Sanction shall include payment of hospitalization or medicine of the victim.

- 4.2.15.6 Stealing personal property of the University, employee, or student. Sanction shall include restitution, replacement or payment of the value of the thing taken, whichever is applicable.
- 4.2.15.7 Forging signature, falsifying public documents, impersonating or giving fictitious name, and misrepresentation of facts.
- 4.2.15.8 Plagiarism – As may be committed against pertinent provisions of the Intellectual Property Code (RA No. 8293), E-Commerce Law (RA No. 8792), or of the Cybercrime Prevention Act (RA No. 10175).
- 4.2.15.9 Bribery – Giving money, gift, or token of any kind or giving a treat to any university official or employee in order to obtain any kind of favor or benefit.
- 4.2.15.10 Possessing or using firearms, explosives, toxic or dangerous chemical substances or compounds, and other lethal weapon.
- 4.2.15.11 Setting on fire of university property and unauthorized use of fire alarms.
- 4.2.15.12 Acting as an agent of the University without authority to do so; unauthorized representation; unauthorized use of university name.
- 4.2.15.13 Willfully destroying or committing acts of vandalism of university property, such as but not limited to writing on the walls, chairs, destruction of furniture and structures, and tearing pages of library books and other reference materials.
- 4.2.15.14 Unlawfully accessing to, intruding in, and interfering with the privacy and confidentiality of computer data, program or system of another student, faculty member or staff, or of the management.
- 4.2.15.15 Showing objectionable films and/or participation in shows, literary and musical programs contrary to the directives of the state such as:
 - 4.2.15.15.1 Inciting subversion, insurrection or rebellion.
 - 4.2.15.15.2 Undermining the faith and confidence of the people in the government or its duly constituted authorities.
 - 4.2.15.15.3 Glorifying criminals and condoning crimes, including sex and violence.
 - 4.2.15.15.4 Trafficking of drugs, and human trafficking.
 - 4.2.15.15.5 Offending race or religion.

- 4.2.15.16 Bringing troublemakers in the university premises for the purpose of committing crime or other felonies.
- 4.2.15.17 Participating in brawls between and among members of fraternities and organizations.
- 4.2.15.18 Engaging in any form of hazing, subject to the provisions of Republic Act No. 8049 or the Anti-Hazing Law.
- 4.2.15.19 E-crimes like cyberbullying, posting derogatory remarks against the University, faculty, non-teaching personnel, and students.
- 4.2.15.20 Any act that tarnishes the name of the University.

5.0 Institutional Student Programs and Services

5.1 Scholarship and Financial Assistance Programs

[Please refer to Academic Policies 5.7]

5.2 Food Services

- 5.2.1 Food service refers to the assurance of available, adequate, safe, and healthful food within the University/Campus and its immediate vicinity.
- 5.2.2 Food services in the University must comply with the Policies and Guidelines on Food Safety, Health, and Sanitation within the two campuses of the University for the purpose of safeguarding the health of employees and students, as approved by BOR No. 10-15-153, series of 2015 on October 15, 2015.
- 5.2.3 The University shall provide or maintain a cafeteria for the studentry, faculty and personnel. Private food concessionaires/canteens may be allowed inside the University upon approval of the university authorities.
- 5.2.4 ***Safe and Fair Services.*** The cafeteria management, private food concessionaires and canteens shall ensure that food to be sold is nutritious and safe; the price of food shall be reasonably affordable to the students; and all food handlers must be subjected to bi-annual physical examination.
- 5.2.5 The Office of Student Affairs and Services, in coordination with the Health Services, shall conduct periodic monitoring of the food services in the University and within its vicinity.
- 5.2.6 ***Food Sold Outside the University.*** In coordination with the Health Services Unit of the University and the Municipal Health Office, periodic monitoring shall be done to ensure that food sold near the University is safe and nutritious.

5.3 Health Services

- 5.3.1 The NVSU Health Services is basically a supportive unit of the University. It is charged with the delivery of the basic health services which are promotive, preventive, curative, and to some extent, rehabilitative. Serious cases which require attention of specialist in the use of sophisticated equipment and facilities are referred to secondary or tertiary hospitals in the province or in Metro Manila. Its vital role is towards the achievement of the maximum enjoyment of good health of its clientele giving priority to the students, faculty, staff, and their dependents. Services are also extended to outsiders, particularly, the GSIS and SSS members under the provision of the Philippine Medical Care Commission. Health Services refer to the primary health care and wellness program and is primarily offered by the Medical-Dental Clinic to serve the needs of the students.

- 5.3.2 All incoming students shall undergo a thorough health examination by the NVSU physician. No person found by the NVSU Health Services Clinic to be suffering from a contagious, communicable, or infectious disease, or who is physically unfit to take courses in any college of NVSU, shall be admitted.
- 5.3.3 Health personnel of the University shall determine the physical fitness of the students through medical diagnosis/examination or based on the medical certificate submitted to them.
- 5.3.4 The Medical-Dental Clinic maintain the general health of the students and gives first aid treatments. It shall provide the following services:
- a) Medical examination/consultation
 - b) Dental examination, and extraction on a limited scale
 - c) Environmental sanitation
 - d) Insect and vermin control
 - e) Waste disposal

5.4 Safety and Security Services

- 5.4.1 A safe, accessible (for persons with disabilities) and secure environment is provided at NVSU; buildings and facilities in the University are in compliance with government standards. Licensed and competent security personnel ensure the safety and security of students and their belongings.
- 5.4.2 A mechanism to address disaster risk reduction and management concerns to include persons with disabilities' needs in compliance with RA 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010", is being addressed by the University.
- 5.4.3 Conduct of regular earthquake and fire drills involving majority of students and teaching and non-teaching personnel is a practice in the University.

5.5 Student Housing and Residential Services

- 5.5.1 The Student Housing Services (SHS) unit shall provide services and manages activities to inculcate good habits, positive attitudes, and correct values of healthful living, efficient home management, good social relationship, and responsiveness among students. During semestral and midyear breaks, the dormitories are likewise used to accommodate trainees and other guests of the University.

- 5.5.2 It shall respond to the housing needs of the students and maintains the implementation of housing rules and regulations, procedures and guidelines, requirements for accommodation, and rules regarding transients. It is responsible for the issuance of dormitory clearance.
- 5.5.3 It shall keep individual records of student residents on attitude/behavior in the dormitory in relation with co-residents, proper use and maintenance of dormitory facilities, and maintenance of cleanliness and orderliness of individual assignments.
- 5.5.4 It shall keep records of student residents' individual information data such as room assignment, class schedule, observation, and interview notes. It likewise does referrals to authorities as maybe necessary.
- 5.5.5 It shall provide and conducts social and cultural activities for the residents, such as acquaintance/get-together party, open house, organization of cultural groups (music, theater arts, drama, etc.), and dormitory programs.
- 5.5.6 It shall organize a dormitory council to work out and plan dormitory program of activities every semester. The dormitory council also sets internal house rules and regulations which do not run counter to the general dormitory rules and regulations.
- 5.5.7 The University provides student housing services through the dormitory system where residents live in simulated home conditions. The residents are expected to comply with the dormitory rules and regulations. Violators of any of the regulations shall be punished accordingly based on the Code of Conduct and Discipline for Students.
- 5.5.8 Admission/Withdrawal Rules
 - 5.5.8.1 All students seeking accommodation in the University dormitories shall file an application for admission with the dorm manager/houseparent.
 - 5.5.8.2 As long as dormitory space is made available, priority shall be given to freshmen.
 - 5.5.8.3 All applicants are considered qualified irrespective of social and economic status; priority shall, however, be given to the underprivileged/those who belong to the low income bracket.
 - 5.5.8.4 Students shall not be permitted to move from one dormitory to the other within the semester except for valid reasons.
 - 5.5.8.5 Students shall not be allowed to leave the dormitory within the semester without the approval of the dorm manager or houseparent.
 - 5.5.8.6 Students shall renew applications every semester.

5.5.9 Dormitory Facilities

5.5.9.1 Residents are permitted to use the facilities within their dormitories such as beds, cabinets, tables, lights, water, and other room fixtures.

5.5.9.2 Since all facilities are in good and operational conditions upon occupancy of the dormitory, the dorm manager or houseparent shall be immediately notified of any disorder or malfunction thereof.

5.5.9.3 Should facilities be destroyed for reasons other than usual wear and tear, replacement of identical item or penalty amounting to cash equivalent of destroyed facilities by the one responsible, or replacement in kind or cash equivalent shall be by all the residents in the room should there be no evidence to pinpoint one responsible.

5.5.9.4 Residents are required to check-in/declare all electrical appliances upon arrival. An additional fee of fifty pesos (P50.00) shall be charged for each appliance every month. Undeclared appliances, when caught, shall be confiscated and shall be redeemed after having paid fifty pesos (P50.00). An official receipt shall be issued.

5.5.9.5 Residents are not permitted to make unauthorized electrical connections for appliances and other gadgets other than those provided for by the University; neither are they permitted to tamper with dormitory facilities thereat.

5.5.9.6 Outright confiscation of unauthorized/undeclared appliance(s) shall be made.

5.5.9.7 All defective facilities should be reported immediately to the dorm manager.

5.5.9.8 Vandalism shall not be allowed.

5.5.10 Cleanliness

5.5.10.1 Residents are responsible for the upkeep and cleanliness of their own room and surroundings using their own cleaning materials. They are required to render mass work and general cleaning every month.

5.5.10.2 Beds must be neatly arranged as soon as one gets up in the morning.

5.5.10.3 Toilets, bathrooms, and kitchen must be properly used, and kept clean and sanitary always.

5.5.10.4 No animals should be kept in the buildings, hall or room, or even in the premise.

5.5.10.5 Garbage must be properly disposed of.

5.5.10.6 Premises and buildings are to be kept clean and properly maintained.

5.5.10.7 Laundry should be hung at the clothesline provided for, not in the room or inside the building, except on rainy days.

5.5.11 Visitors

5.5.11.1 Visitors are required to register in the visitors' logbook.

5.5.11.2 No visitors will be entertained in the bedrooms.

5.5.11.3 In case there is no space available in the dormitory, the following rules shall be followed:

- Inform the person in charge of the University Guest House before 6:00 PM that lodger has visitor who will stay overnight;
- Visitors will be charged two hundred pesos (P200.00) for their overnight stay;
- Students are not allowed to sleep with the visitor(s) in the Guest House; and
- Visitors are not allowed to stay in the dormitory beyond 6:00 PM.

5.5.12 Curfew Hours

5.5.12.1 All students are supposed to be in the dormitories from 8:00 PM to 5:30 AM. Permission from the dorm manager/houseparent to stay out within this time frame is needed and should be reflected in the logbook.

5.5.12.2 Silence must be observed from 8:00 PM to 5:30 AM.

5.5.12.3 Curfew hours shall be 9:00 PM. Occupants arriving later than the curfew hour will be listed in the logbook as violators and will be reprimanded in accordance with the Student Code of Conduct and Discipline and Dormitory Rules.

5.5.12.4 Anyone caught entering or leaving the premises over the fence shall be dealt with accordingly based on the Student Code of Conduct and Discipline and Dormitory Rules.

5.5.13 General Premises

5.5.13.1 Whenever residents go to a place other than their classes, they should sign the prescribed form.

5.5.13.2 Residents should take all their belongings with them during long vacation; no stockroom shall be provided for the purpose.

5.5.13.3 In between semestral breaks, students may be accommodated in the dormitories as transients, subject to the rates indicated for transients.

5.5.14 Penalty

Violations of Dormitory rules and regulations shall be treated in accordance with the NVSU Code of Conduct and Discipline.

5.5.14.1 Dormitory managers/house parents must be informed of all violations (long or short) or transfer of domicile made by the residents.

5.5.14.2 Residents are obliged to sign in and sign out in the furlough logbook when going to a place outside NVSU.

5.5.15 Classification of Dormitory Offenses and Their Corresponding Penalty

5.5.15.1 Light Offense

- a) Entering and leaving the dorm by jumping over the fence
- b) Non-compliance to curfew and visiting rules
- c) Inability to perform cleaning as scheduled
- d) Removing/Marring legally posted signs

Penalty

- 1st Offense Warning
- 2nd Offense Reprimand
- 3rd Offense Non-renewal to dormitory accommodation

5.5.15.2 Less Grave Offenses

- a) Tampering and/or connecting unauthorized electrical wiring
- b) Possession of and/or drinking intoxicating beverages/drinks or taking drugs within the dormitory premises
- c) Uttering derogatory remarks against co-students

Penalty

- 1st Offense Reprimand with fine of fifty pesos (P50.00)
- 2nd Offense Non-renewal to dormitory accommodation

5.5.15.3 Grave Offenses

- a) Drunkenness/drug-use resulting to public scandal or harm and physical injury
- b) Vandalism or destruction of dormitory properties
- c) Theft and robbery
- d) Acts of lasciviousness/peeping
- e) Possession of deadly weapon/drugs

Penalty

- Ejection from the dorm within 72 hours upon receipt of notice/memorandum.

Note: All other unlawful acts not stated above shall be dealt with accordingly based on penalties stipulated in the NVSU Student Code of Conduct and Discipline.

5.6 Multi-Faith Services

- 5.6.1 Multi-faith Services refer to the provision of an environment conducive to free expression of one's religious orientation in accordance with NVSU principles and policies.
- 5.6.2 The University ensures that the right of religion is respected. The conduct of mass, bible study, religion-based counseling, and training are supported by the Office of Student Affairs and Services.
- 5.6.3 The use of facilities for religious activities by students is provided by the University subject to its existing policies and guidelines.

5.7 Culture and Arts Program

5.7.1 Rationale

Arts and culture are essential drivers for stimulating exchange of ideas and creating awareness of societal topics in the spirit of cultural diversity. Developments in the fields of arts and culture are hence indispensable components to reinforce

understanding and appreciation of our students to the rich cultural heritage of our nation.

The Philippine Constitution advanced that “The State shall foster the preservation, enrichment and dynamic evolution of a Filipino national culture based on the principle of unity in diversity in a climate of free artistic and intellectual expression. For the attainment of the above end, it is just proper for the Nueva Vizcaya State University to:

- Conserve, promote, and popularize the nation’s historical and cultural heritage, and resources as well as artistic creations;
- Recognize, respect and protect the rights of the indigenous cultural communities to preserve and develop their cultures, traditions, and institutions;
- Insure equal access to cultural opportunities through the educational system; and
- Protect the country’s artistic and historical wealth through literary arts, performing arts, visual arts, and film and broadcast media.

The Culture and Arts Office of the University carries out our work in different areas, ranging from cultural programs and activities to artistic exchanges. Our projects and activities allow students with different backgrounds to sustain a cultural dialogue and to cooperate in the various fields of arts and culture while exploring various forms of creativity and cultural practices through different platforms and media.

5.7.2 **Mission Statement**

To provide dynamic learning environment that fosters a healthy concept through cultural achievement while preparing students to succeed as responsible citizens in a technology-advanced global society.

5.7.3 **Goal**

Elevate the awareness and appreciation of culture that reflects the values, sentiments, and aspirations of the Filipino people, and insure the creation of a culture that will help students be aware of their rich heritage and lead to a justifiable pride in their being a Filipino in different artistic modes and approaches.

5.7.4 **Organization**

The Culture and Arts Office is headed by a Campus Coordinator who directly reports to the Vice President for Academic Affairs. He/She is tasked in formulating, implementing, evaluating, and promoting the University Cultural and Artistic Development Programs. There shall be a Culture and Arts Coordinator.

5.7.5 Admission to the Cultural and Artistic Groups of the University

The Nueva Vizcaya State University encourages and admits students to join the various culture and arts groups such as the choir, dance troupe, band, and dramatic guilds by way of audition and interview by the adviser/coordinator. Applicants to these groups must have no failing grades and should have a grade average of at least 2.50 in a given semester. New members shall be on probation for at least one (1) semester. A full-pledged student artist must maintain at least an average of 2.50 or above with no failing grade at the end of the semester.

5.7.6 Benefits of the Student Artist

- A student artist shall be eligible for financial assistance and a daily allowance during competition.
- Cultural Scholarship. A scholarship shall be awarded to choral ensemble, dramatic guild or dance troupe members, ranging from 50% to 100% discount in tuition, as per recommendation of their respective heads.
- Full-tuition scholarship shall be granted to students who participated in the national level of any recognized cultural competition.
- Half-tuition scholarship shall be granted to students who participated in the regional level of any recognized cultural competition.

5.7.7 General Provisions

- Workshops in dancing, singing and acting shall be conducted for enthusiasts upon the sponsorship of the Office of Culture and Arts, different cultural groups, or student organization.
- Cultural and artistic presentation shall be held either by the different NVSU cultural groups as an annual festival or as a competition to be participated in by different colleges.
- The Office of Culture and Arts shall be consulted and shall oversee all cultural and artistic presentations.
- Students with talents are encouraged to join the audition for the different cultural groups.
- For security reasons, cultural and artistic presentations shall be allowed up to 9:00 PM only.

5.8 Sports and Recreation Program

5.8.1 Organization

The Sports and Recreation Program is headed by a Director who directly reports to the Vice President for Academic Affairs. He/She is tasked in formulating, implementing, evaluating, and promoting the University Sports and Recreation Programs. There shall be a Sports and Recreation Program Coordinator in each campus who will help the Director in his/her task.

5.8.2 Application for the Varsity Team

A student wishing to join a varsity team shall undergo the following selection process:

- Try-out conducted by the coach
- Interview with the Campus Coordinator and/or Director
- Presentation of Certification of no failing grade/s

5.8.3 College Sports Festival/Intramural Meet

This sports events shall be sponsored and planned by the different College Student Councils, in coordination with Sports and Recreation Campus Coordinator/Director in consultation with the Deans of the different colleges.

- 5.8.4 The Sports and Recreation Director and Campus Coordinator shall oversee the conduct of the different sports event in the campuses.
- 5.8.5 Attendance of all students during College Sports Festival and Intramural Meet days shall be checked by the concerned College Student Councils.
- 5.8.6 Other activities, in addition to the different sports events that may be held during Sports Festival and Intramural Meets, must provide opportunities for entertainment that is favorable to moral and physical well-being, and to the development of student's multi-intelligences.
- 5.8.7 Excessive spending during Intramural Meets is discouraged. Financial Report on expenses incurred during Intramural Meets must be published on bulletin boards for transparency purposes.
- 5.8.8 Intramural Meet night activities shall be allowed up to 9:00 pm only.

5.8.9 Recreation Services

For sports enthusiast, the University shall provide and maintain recreational facilities in which students may be able engage in indoor and outdoor activities.

5.9 Social and Community Involvement Programs

5.9.1 Social and community involvement programs refer to programs and opportunities designed to develop social awareness, personal internalization, and meaningful contribution to nation building.

5.9.2 The different colleges in the University must ensure opportunities for meaningful socio-civic involvement of students which include, among others, volunteerism, environment protection, and others in their extension programs.

5.9.3 Students who will participate and/or join extension activities outside of the University must have a waiver duly signed by their parents and properly notarized by a lawyer. The University ensures that the students are insured in their field work days.

5.10 Foreign/International Students Services

5.10.1 Foreign/International Students Services refer to the provision of assistance to address the needs of foreign students. The Office of the Presidential Assistant for External Affairs shall oversee this program/services.

5.10.2 An integrated service program that caters to the socio-psycho- cultural, academic, and non-academic needs should be available to all international students.

5.10.3 The school should provide a liaison officer to assist international students with the government agencies like CHED, Department of Foreign Affairs, and Bureau of Immigration.

5.10.4 There shall be a regular submission of the list of foreign students and compliance reports as required by the concerned government agencies.

5.10.5 There must be Code of Conduct that will govern foreign students and compliance with prescribed rules and regulations.

5.10.6 Adequate quota between Filipino and Foreign students should be established within the University, considering local and national security, in accordance with prescribed rules and regulations.

5.11 Research, Monitoring and Evaluation of Student Services and Programs

5.11.1 The Office of Student Affairs and Services through the leadership of the Campus Coordinator shall conduct semestral monitoring and evaluation of student affairs and

services to improve the quality of services offered to students. Survey forms and questionnaires shall be administered and retrieved for this purpose.

5.11.2 Results of the evaluation shall be the bases for the improvement of the various services of the SAS.

5.11.3 The SAS shall disseminate and utilize research outputs and evaluation results for the improvement of the delivery of services.

5.12 Library Services

5.12.1 Description

The library and its learning resource centers in both campuses support the NVSU curricular programs in its instruction, research, and information needs on technical and professional reading materials, equipment, and varied modes and formats of instructional technology to enhance learning process to achieve quality education for all students in the University.

5.12.2 Issuance of Library Card

Application for library card must be made upon enrollment (follow Enrollment Procedure).

5.12.2.1 Requirements for new and old students

- Student copy of duly accomplished Registration Form
- Latest 1" x 1" ID picture

5.12.2.2 Requirements for lost library card

- Secure a lost library card form from the librarian and pass clearance from the different sections-in-charge.
- Pay a library card replacement fee of P10.00 to Cashier's Office. Present the official receipt of payment to the Librarian for the issuance of new library card.

5.12.3 Required conduct within the Library premises

While within the premises of the library, silence must be observed at all times. Violators will be asked to leave the library premises. Smoking, littering, sleeping, eating, and drinking are strictly prohibited. Lending library card to other students for their use, tampering of library cards, forging signature, and other records are causes

for the confiscation of University ID and library card. Vandalism/destruction of library properties/materials is strictly prohibited.

5.12.4 Return and recall of books

Any book on loan may be recalled at any time. Recalled materials should be returned at once.

5.12.5 Mutilation and Stealing of Library Materials

Any student who shall deface, mutilate, appropriate for himself, or steal any library material or property shall be required to replace the same or pay the replacement, and processing costs thereof shall be subject to a fine of not less than P50.00 nor more than P300.00 to be determined by the Librarian without prejudice to the imposition, in appropriate cases, of the additional penalty of suspension or expulsion upon the recommendation of the Librarian to the University President, through the College Dean concerned.

5.12.6 Neglect to settle library accounts

A student who refuses or fails to settle his/her outstanding library accounts shall face any or all of the following penalties:

- Not allowed to borrow books and other materials
- Not permitted to use the University Library and its facilities
- Recommended for suspension / expulsion from the University

The following rates of fines shall be charged to library users:

- The fine for the late return of book is P5.00 for the first hour and P1.00 for each succeeding hour.
- Fines are to be paid to the Cashier's Office.

5.12.7 Signing of clearance

Students must secure local Library Clearance at the Library Office and pass the clearance to the different sections-in-charge. Identification Card must be surrendered when applying for clearance for Diploma, Transcript of Records, and Honorable Dismissal. In case of loss of ID, a fee of P150.00 shall be paid at the Cashier's Office for the issuance of new ID card.

5.12.8 Borrowing books and other library materials

A student who borrowed a book/periodical must assume full responsibility for the proper care of the borrowed material. A book/periodical must not be marked, defaced, or mutilated. The presentation of validated Library Card to the librarian is required when borrowing books and other library materials. Loaning out books for home use starts at 2:00 PM and should be returned not later than 8:30 AM of the following day. Library users shall be subjected to fines for overdue books. Books shall not be allowed for home use two weeks before semestral break and one week before the midyear break. In the Graduate Section of the Library, graduate students are allowed to borrow two (2) books for home use in any given week.

5.12.9 Lost books and other library materials

Lost books and other library materials shall be immediately reported to the library. Any person who loses or fails to return a book within seven (7) days shall either replace it within 30 days or pay its current value together with the accrued fines. Payment of lost materials shall not exceed the current value of the material plus processing fee of thirty pesos (P30.00). If the book is out of print, the cost shall be charged in lieu of the current value.

5.12.10 Non-compliance with library rules and regulations

Any non-compliance with library rules and regulations shall be subjected to sanctions/penalties depending on the gravity of the infraction.

5.12.11 For Non-NVSU users (Thursday and Friday Only)

Non-NVSU users are required to secure the following before they are allowed to use the NVSU Library and its facilities:

- A referral letter issued by the head/librarian of the university/agency where they come from.
- Payment of library fee of P20.00 to be paid at the Cashier's Office.
- Official receipt of payment to be presented to the librarian and a visitor's ID will be issued to the non-NVSU user.

OMNIBUS ACADEMIC CODE

LEGAL BASES AND REFERENCES

Legal Bases

1. ART. II SEC. 17 The Constitution of the Republic of the Philippines
2. ART. XIV SEC 5 (2) The Constitution of the Republic of the Philippines
3. R.A. 9272 – An Act Establishing the Nueva Vizcaya State University in the Province of Nueva Vizcaya by Integrating the Nueva Vizcaya State Institute of Technology in the Municipality of Bayombong and the Nueva Vizcaya State Polytechnic College in the Municipality of Bambang, Both Located in the Province of Nueva Vizcaya, Appropriating Funds Therefor and for Other Purposes
4. R.A. 10931 – Universal Access to Quality Tertiary Education Act
5. R.A. 7722 – Higher Education Act of 1994
6. R.A. 6713 – Code of Conduct and Ethical standards for Public Officials and Employees
7. R.A. 3019 – Anti-Graft and Corrupt Practices Act
8. R.A. 8291 – Government Service Insurance System Act of 1997
9. R.A. 660 –
10. P.D. № 1146 –
11. Education Act of 1982
12. R.A. 7079 – Campus Journalism Act of 1991
13. R.A. 8293 – Intellectual Property Code of the Philippines
14. R.A. 8792 – Electronic Commerce Act of 2000
15. R.A. 8049 – The Anti-Hazing Law
16. R.A. 8174 – 1996 General Appropriations Act
17. R.A. 10175 – Cybercrime Prevention Act of 2012
18. R.A. 10121 – Philippine Disaster Risk Reduction and Management Act of 2010
19. P.D. № 577
20. Item No. 2, Section 7, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987
21. CHED Memorandum № 53, s. 2007
22. CHED Memorandum № 63, s. 2017
23. Civil Service Commission Res. No. 080096, s. 2008, DepEd Memorandum № 291, s. 2008, and DepEd Order № 16, s. 2009
24. Civil Service Commission Omnibus Rules on Appointments and Other Human Resource Actions [*CSC ORA OHRA 2017 AND 2018*]
25. Civil Service Commission Memorandum Circulars Series of 2016
26. Inter-Agency Committee on Foreign Students (IACFS) Joint Memorandum № 01, s. 2017

References

1. Academic Policies [*BOR Resolution № 210, s. 2006*]
2. Faculty and Staff Development Program (FSDP) Guidelines [*BOR Resolution № 64, s. 2007*]
3. Unified Merit System for Faculty Members of NVSU [*BOR Resolution № 21, s. 2009*]
4. Policy on Faculty Workload of NVSU [*BOR Resolution № 222, s. 2013*]
5. Policies and Directives Pertaining to the Graduate School [*BOR Resolution № 210, s. 2006*]
6. Student Handbook [*BOR Resolution № 210, s. 2006*]

MAHAL KONG NVSU
(Music & Lyrics by Joey Ayala)

Sa kandungan ng Nueva Vizcaya
May bukal na pagsinta
Malikhaing kamalayan ang hangarin
Dito tayo namumuhay
At liwanag ang gabay
Sa kinabukasan na pinapanday

Sa larangan ng agham at sining tayo ay tanyag
Karununga'y kayamanang totoo
'sang lipunang malikhain ay hangaring marangal
Mahal kong NVSU

Sa larangan ng agham at sining tayo ay tanyag
Karununga'y kayamanang totoo
'sang lipunang malikhain ay hangaring marangal
Mahal kong NVSU

Pagsusubok ay hinaharap
At ang hamon ay tinatanggap
Sa piling mo panatag ang kalooban
NVSU, mahal naming Alma Mater
NVSU, Mahal kong NVSU
Mahal kong NVSU

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